



Devasthan Management Committee,  
Western Maharashtra, Kolhapur.

## DEVASTHAN MANAGEMENT COMMITTEE WESTERN MAHARASHTRA, KOLHAPUR

(Govt. of Maharashtra, Law & Judiciary Department)

2402 A ward Apana Bank Building, Shivaji peth Kolhapur 416012

Phone. No. 0231-2626147

Fax - 0231-2626750

E-Mail - dmckolhapur@gmail.com Visit - www.mahalaxmikolhapur.com

No Dev 0/W-408/2024

Date  
17 2 MAR 2025

### Inviting Applications for Appointment of the FIRM for "INTERNAL AUDIT"

Devasthan Management Committee western Maharashtra Kolhapur  
"Internal Audit" for DMCWMK's various departments for the 3 Financial  
Years 2023-24 to FY 2025-26.

**Nature of work** :-Internal Audit. Scope of work is as follows.

**A) Internal Audit (Financial Year 2023-24 to FY 2025-26)**

The scope and period for conducting Internal Audit for above  
mentioned period of **DEVASTHAN MANAGEMENT COMMITTEE WESTERN  
MAHARASHTRA, KOLHAPUR** and it's sub offices for every financial  
year.

**Internal Audit (Financial Year 2023-24 to FY 2025-26)**

- 1) Firm will have to carry out internal audit work and also carry out audit of Annual accounts and issue necessary audit certificates in time.
- 2) To check all transactions namely.
- 3) To make compliance of Audit points of Statutory Audit Report.
- 4) To prepare Balance-Sheets for every financial Years.
- 5) Final Statement
  - a) Verification of all payments including vouching and authenticity.
  - b) Checking of all purchases and sales with relevant bills and invoices.
  - c) Checking of ledgers, cash books, journals, salary and wages, pay rolls, various donation Accounts and other financial records including bank reconciliations & relating accounting queries.
  - d) Verification & review of stock and stores periodically and physical verification of stock.
  - e) Coordination with statutory auditors & CAG Auditors & help DMC for settling their queries.
  - f) To give the advice to update the Accounting Systems from time to time. & opinions on various tenders, tax and accounting related matters.
  - g) To advice & provide inputs in the implementation of new computerization system ERP and Checking, Verifying & Authentication of output Data in ERP System.
  - h) Consultation regarding investment.
  - i) Consultation regarding tender & policy.

In addition to this, you will be paid GST (as applicable) on audit fees as per prevailing rate. No other remuneration / fee will be admissible other than the fees mentioned above except outstation travelling and out of pocket expenses which will be reimbursed at actual. The payments of fees will be made yearly after receipt of the audit report.

## Pre-qualification criteria:-

1. The chartered accountant must be a partnership Firm / proprietary firm with minimum 10 years experience in the field of audit (attach xerox copy of registration certificate of the firm.)
2. Applicant must have experience in this field of statutory audit/ internal audit / tax audit of company/ firm / trust or any institutions having annual turnover Rs.50 crores & above in last three years i.e. for FY 2021-22, 2022-23 & 2023-24 & must attach copy of appointment order of the clients and valid proof of turnover i.e. P&L / balance sheet / declaration etc. and no need to attach audit firms own turnover details.
3. With considering the volume of transactions of Devasthan , audit firm should have provide sufficient manpower.
4. The audit firm must have knowledge of ERP accounting and audit experience. (attach self-declaration)
5. The audit firm must have knowledge of Marathi Language.(Attach self-declaration)
6. Please super scribe the envelope that the proposal is submitted for "Internal Audit".

Interested audit firms should send their complete information in **ENVELOPE No.1** with fulfillment of pre-qualification criteria conditions and expected Fees in **ENVELOPE No.2** separately. The proposal should be submitted from **Dt. 13/03/2025 to Dt.27/03/2025** in the office of Devasthan Management Committee, western Maharashtra , Kolhapur Inward Section upto 5.00 p.m.

*Shivraj*  
12/03/2025

**Secretary**

**Devasthan management committee  
western Maharashtra ,Kolhapur**

(ENVELOPENo.2)

To,  
The Secretary,  
Devasthan Management committee  
Western Maharashtra Kolhapur.

Sub:-Expected Internal Audit Fees for 2023-24 to FY 2025-26

We are hereby quoted our total fees for 3 years  
considering the scope of work published on your website

| Sr.No. | Particular   | Total Fees for 3 Financial<br>Years i.e. 2023-24 to FY<br>2025-26.Amount Rs. |
|--------|--|--|
| 1.     | Expected total fees for 3 Financial years i.e. 2023-24 to<br>FY 2025-26 for the Internal Audit of Devasthan<br>Management Committee western Maharashtra Head Office<br>and sub offices at Shri Karveerniwasini Ambabai Temple<br>Kolhapur , Shri Kedarling Devasthan Wadi Ratnagiri and<br>Sub office at Sawantwadi Dist.sindhudurg. |  |
|        | CGST%  |  |
|        | SGST%  |  |
|        | Total Fees Rs.   |  |

Sign.& Seal of the Firm

## (ENVELOPE No.1)

To,  
The Secretary,  
Devasthan Management committee  
Western Maharashtra Kolhapur.

**Sub:-INFORMATION OF CHARTERED ACCOUNTANT/ COST  
ACCOUNTANT FIRM**

| Sr.No. | Particular   | Information |
|--------|--|-------------|
| 1      | Name of the Audit Firm Address :-  |             |
| 2      | Firms Registration Number with Date (Attach copy of Registration Certificate)<br>Number of years of the Firm (Required minimum 10 Years) (Experience will be counted from registration certificate date)   |             |
| 3      | Number of CA Partners, Number of CA Staff , Number of other Audit Staff<br>(Attach the certified list)   |             |
| 4      | Audit experience of the Clients: Firm/ Trust/ Company/ any Institutions having Annual Turnover of Rs.50 Crores & above,inlast3years i.e.forFY2021-22,2022-23&2023-24<br>(Must attach copy of appointment orders of the clients with P&L & Balance Sheet and no need to attached audit firms & own Turnover details.) |             |
| 5      | The audit firm must have knowledge of ERP accounting and audit experience.<br>(Attach self-declaration)  |             |
| 6      | The audit firm must have knowledge of Marathi language.<br>(Attach self-declaration)   |             |

Sign.& Seal of the Firm

## **Brief outline of internal audit function of Devsthan management committee,kop**

- 1- The internal audit work will cover DMC main office and other sub offices i.e. Shree kaeveerwasini Ambabai temple , Shri Jotiba temple and Sawantwadi. The firm have to carry out internal audit work and audit of Annual accounts and issue necessary audit certificates in time, to check all transactions namely, to make compliance of audit points of statutory audit report, to prepare balance sheets of every financial year, to prepare income-expenditure statement and final statement etc. Verification of all payment vouchers , checking all purchases and sales with relevant bills and invoices, checking of ledgers, cashbooks, journals, salary and wages ,pay rolls, various donation accounts and other financial records including bank reconciliations and related account queries. , verification and review of stocks and stores periodically and physical verification of stocks have to be carried out.  
The period of appointment will be for the financial year 2023-24 to 2025-26 .
2. The annual fee fixed for audit work will be paid quarterly after completion of the entire work at the rate of 20% of the total fee. Also, the remaining 20% amount will be paid after completion of the rectification report in the statutory audit.
3. You have to do the work of internal audit by going to the place of the concerned offices. You have to make your own travel and accommodation expenses. For the duration of the audit, the auditor's representatives will be issued admit cards through the DMC as per requirement.
4. You should complete the internal audit work of each financial year by 15th May of the following year.
5. To verify the cash, stock of raw materials, deadstock items, investments and entries in their books of accounts held by various suboffices as on 31st March every year, evaluate the same and prepare a final inventory.
- 6.To provide the required manpower at the end of the financial year.
7. To carry out internal audit of quarterly books of accounts and to point out errors/inadequacies in day to day operations for immediate improvement in day to day operations. So as to reduce objections in statutory audit. Also preparing quarterly Trial Balance, Income & Expenditure, Balance Sheet and subsidiary statements.
8. It remains your responsibility to address the issues raised during the statutory audit of our internal audit period.
9. In all financial transactions, it is necessary to give a clear opinion about whether the provisions of the DMC regulations 1973 and all the accounting rules are being followed or not. Where the provisions of the Act/ regulations are not followed, it is necessary to bring the matter to the attention of the administration immediately. Also checking whether the terms and conditions of government approval are being followed or not.
10. To suggest the necessary changes/improvements in the current working procedures of counting donation and all other counters i.e. saree , Prasad laddoo , calendar etc and to give their clear feedback regarding the compliance of accounting rules in computerization, i.e. to implement them and bring financial discipline in the transactions.
11. At the locations of cash handling departments, as well as at all counters in operation you have to arrange for surprise visits and verify the balance .Each transaction will need to be checked for legal purposes .
- 12.100% examination of financial transactions in all categories mentioned in A.No.1 above in internal audit
13. To advise and provide inputs in the implementation of new computerization system ERP and checking ,verifying and authenticating output data in ERP system.

14. To plan daily inspection related to internal audit in coordination with Accounts Officer and Accountant.
15. Apart from this, providing periodic audits and reports, guidance and advice on all applicable taxes,
16. To guide and complete the preparation of compliance report on matters of Statutory Audit Report during the period of appointment whether or not your appointment is continued in the future.
17. For internal control capable of statutory audit, the cash amount, consumption register, dead stock, stock of common goods, registers should be verified and certified as such. Adherence to Quotations/Tenders, Advertisements, Competent Procurement Procedures and other related legal matters related to procurement transactions or not.
18. Verification of purchase orders issued pursuant there to, as well as all accounting records, vouchers, ledgers, suggesting immediate improvements in the work by providing clear written feedback where necessary
19. Considering the number of financial transactions, the required number of expert manpower should be made available. The information of the employees present for the internal audit and the detailed information about the date and the work done by them should be done in the register kept in the accounting department. Timely completion of internal audit work by visiting the work place by the Chartered Accountant himself as required and reviewing the work.