



Maharashtra Airport Development Company Ltd.

Shirdi Airport

(A Government of Maharashtra Undertaking)

At-Kakadi, Post-Kelwad, Tal-Kopargaon, Dist-Ahilyanagar, Maharashtra Pin No – 423 107.

Tel: +91 – 2423 -246204 Fax: +91 – 2423 -246202 E-Mail: apd.sag@madcindia.org Website: www.madcindia.org

CIN: U45203MH2002SGC136979

NOTICE INVITING QUOTATION (NIQ)

NIQ No.: MADC/Shirdi Airport /Accounts/ NASFT/ 632 .

Date: 12/08/2026

Invitation of Quotation from Chartered Accountant Firm for Audit of Non-COD Expenditure incurred by MADC towards CISF Unit, Shirdi Airport and Certification of Monthly Reimbursement Claims submitted to NASFT as per SOP prescribed by National Aviation Security Fee Trust (NASFT).

Maharashtra Airport Development Company Limited (MADC), Shirdi Airport, invites sealed quotations from reputed and eligible Chartered Accountant Firms / Chartered Accountants for carrying out the audit/verification of Non-COD expenditure incurred by MADC towards CISF Unit, Shirdi Airport, and certification of the monthly reimbursement claims on a half-yearly basis, in accordance with the applicable Standard Operating Procedure (SOP) issued by National Aviation Security Fee Trust (NASFT).

1. Scope of Work

The appointed Chartered Accountant Firm shall carry out the following activities:

1. **Audit and verification of Non-COD expenditure** incurred by MADC towards CISF Unit, Shirdi Airport.
2. Verify the expenditure claimed for reimbursement with reference to:
 - o Original bills/invoices and supporting documents.
 - o Payment records and bank/payment vouchers.
 - o Attendance/deployment records, wherever applicable.
 - o Sanction/approval of competent authority.
 - o Applicable agreements, work orders and purchase orders.
 - o Statutory deductions such as TDS/GST, wherever applicable.
 - o Relevant accounting records and ledgers maintained by MADC.
3. Verify that the expenditure claimed is **eligible Non-COD expenditure** as per the applicable guidelines/SOP of **National Aviation Security Fee Trust (NASFT)**.
4. Verify the **monthly reimbursement claims** submitted/required to be submitted by MADC in respect of CISF Unit, Shirdi Airport.
5. Check the mathematical accuracy and reconciliation of the reimbursement claims with the books of accounts and supporting records.
6. Verify that the expenditure has actually been incurred and paid by MADC and that there is no duplication or double claiming of expenditure.



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7. Verify the classification of expenditure under the appropriate heads as prescribed under the applicable NASFT SOP/guidelines.
8. Identify and report any inadmissible, unsupported, excess or irregular expenditure included in the reimbursement claim.
9. Verify compliance with the applicable **NASFT SOP and other instructions/guidelines issued from time to time** relating to reimbursement of CISF expenditure.
10. Prepare and submit a **half-yearly audit/verification report** covering the monthly reimbursement claims for the relevant half-year.
11. Issue a **Chartered Accountant's Certificate** certifying the amount of eligible reimbursement claim after completion of verification/audit.
12. Provide a statement of:
 - Total expenditure incurred.
 - Expenditure verified.
 - Eligible expenditure.
 - Ineligible/disallowed expenditure, if any.
 - Net amount recommended for reimbursement.
13. The CA Firm shall provide clarification and supporting information, if required by MADC/NASFT or any competent authority, in respect of the audited/certified claims.
14. Any discrepancy observed during verification shall be brought to the notice of MADC and suitably incorporated in the audit/verification report.

2. Period of Audit / Certification

The work shall cover **FY 2025-26**, divided into the following two half-year periods:

Sr. No.	Period	Scope
1	First Half Year: 01.04.2025 to 30.09.2025	Audit/verification of monthly CISF Non-COD expenditure reimbursement claims and certification
2	Second Half Year: 01.10.2025 to 31.03.2026	Audit/verification of monthly CISF Non-COD expenditure reimbursement claims and certification

The audit shall cover the respective monthly reimbursement claims falling within each half-year period.



3. Deliverables

The appointed CA Firm shall submit:

- a. **Half-yearly Audit/Verification Report** for each period.
- b. **Certificate issued by the Chartered Accountant** certifying the eligible reimbursement amount.
- c. Detailed **claim-wise/month-wise verification statement**.
- d. Statement of inadmissible/disallowed expenditure, if any, with reasons.
- e. Reconciliation statement between books of accounts and reimbursement claims.
- f. Any other statement/certificate required under the applicable NASFT SOP.

4. Eligibility Criteria

The bidder should satisfy the following minimum eligibility requirements:

1. The bidder shall be a **firm of Chartered Accountants / Chartered Accountant firm registered with the Institute of Chartered Accountants of India (ICAI)**.
2. The firm should have a valid **Firm Registration Number (FRN)** issued by ICAI.
3. The firm may have experience in audit, certification, expenditure verification, reimbursement claims, statutory audit, internal audit, government/public sector accounts or similar financial verification assignments.
4. Preference may be given to firms having prior experience in handling assignments relating to **Government Departments, PSUs, Airports, Aviation Sector, CISF expenditure or reimbursement claims under Government schemes/funds**.
5. The firm should not have any conflict of interest with MADC in relation to the assignment.
6. The CA firm should be independent and professionally competent to undertake the assignment.

5. Documents to be Submitted Along with Quotation

The quotation should be accompanied by self-attested copies of:

1. ICAI Firm Registration Certificate.
2. PAN Card of the Firm.
3. GST Registration Certificate if any
4. Contact details of the authorized person.
5. Signed and stamped copy of this NIQ as a token of acceptance of terms and conditions.



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6. Financial Quotation

The bidder shall quote their professional fees as per the following format:

Sr. No.	Description of Service	Amount (₹)
1	Audit/verification and certification of CISF Non-COD expenditure and monthly reimbursement claims for 01.04.2025 to 30.09.2025	_____
2	Audit/verification and certification of CISF Non-COD expenditure and monthly reimbursement claims for 01.10.2025 to 31.03.2026	_____
	Total Professional Fee	_____
	GST, if applicable	_____
	Grand Total	_____

The quotation shall clearly indicate the professional fee and applicable GST separately.

7. Basis of Selection

The work shall generally be awarded to the **lowest evaluated responsive bidder (L-1)** meeting the eligibility and technical requirements specified in this NIQ.

MADC reserves the right to seek clarification from the bidders wherever considered necessary.

8. Time Schedule

The CA Firm shall complete the audit/verification and submit the required report and certificate within the period specified by MADC after receipt of complete records/documents.

9. Access to Records

MADC shall provide the CA Firm with relevant records and documents available with the concerned departments for carrying out the assignment.

The CA Firm shall maintain strict confidentiality regarding all financial, operational and other information/documents provided by MADC.

10. Confidentiality

All documents, records, financial information and other data provided to the CA Firm shall be treated as **confidential** and shall not be disclosed to any third party without prior written permission of MADC, except where disclosure is required under law or by a competent authority.



11. Responsibility of the CA Firm

The CA Firm shall be responsible for ensuring that the audit/verification and certification are carried out professionally and in accordance with:

- Applicable NASFT SOP/guidelines.
- Applicable accounting principles and professional standards.
- Instructions issued by MADC/NASFT from time to time.
- Applicable statutory requirements.

The CA Firm shall ensure that the certificate issued by it is based on proper verification of supporting records and documents.

12. Payment Terms

Payment shall be released **half-yearly**, after satisfactory completion of the audit/verification and submission of the required audit report and CA certificate, subject to submission of a valid invoice and applicable statutory deductions.

Applicable TDS and other statutory deductions shall be made from the payment as per prevailing rules.

13. Right of MADC

MADC reserves the right to:

- Accept or reject any or all quotations without assigning any reason.
- Cancel or modify the NIQ at any stage.
- Seek additional information/documents from bidders.
- Award the work in full or in part, as considered appropriate.
- Reject quotations which are incomplete or not in accordance with the requirements of this NIQ.

14. Submission of Quotation

The quotation, duly signed and stamped by the authorized representative of the CA Firm, shall be submitted in a sealed envelope superscribed:

“QUOTATION FOR AUDIT OF NON-COD EXPENDITURE INCURRED TOWARDS CISE UNIT, SHIRDI AIRPORT AND CERTIFICATION OF REIMBURSEMENT CLAIMS – FY 2025-26”



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The quotation shall reach the following address on or before 19/08/2026 at 18:00 Hrs.

The Airport Director
Maharashtra Airport Development Company Limited
Shirdi International Airport,
Shirdi, District Ahilyanagar,
Maharashtra 423109

15. Validity of Quotation

The quotation shall remain valid for a minimum period of **90 days** from the last date of submission.

16. Acceptance of Terms

Submission of quotation shall be deemed to constitute acceptance by the bidder of all terms and conditions contained in this NIQ.

For Maharashtra Airport Development Company Limited
Shirdi Airport

Airport Director
MADC, Shirdi Airport
Date: 12/08/2026
Place: Shirdi

CC:
Notice Board Shirdi Airport
MADC Website