

THE HARYANA POND & WASTE WATER MANAGEMENT AUTHORITY
Plot No 9, DHL Square, HSIIDC IT Park, Sector 22, Panchkula
E-mail:- haryanapondauthority@gmail.com

No: HPWWMA/ACCTS/001-Audit/2022/51830

Dated:07.09.2022

Subject: Notice Inviting Quotation (NIQ) for conducting detailed Audit of HPWWMA for the financial years 2020-21(01/10/2021 to 31/03/2022) , and part of current F.Y 2022-23 (01/04/2022 to 31/07/2022)

The Haryana Pond and Waste Water Management Authority (HPWWMA) established through an Ordinance no. 4 of 2018 as notified on 19.06.2018 and its Act no. 33 of 2018 as notified on 23.10.2018 intends to get the comprehensive audit conducted for the part financial year 2020-21 (for the period from 01/10/2020 to 31/03/2021), F.Y. 2021--2022 and hiring consultancy/advisory services for three financial years (2022-23 to 2024-2025) as per the scope of audit and consultancy (Annexure-A). The scope further includes advice/consultancy in proper accounting to meet out the requirements of statutory audit to be conducted by the A.G. (Audit), Haryana including preparation of Annual Statement of Accounts in Form ASA along with Schedule I to XI at the end of each financial year. Eligibility criteria fixed for the interested bidders is mentioned as here under:

Eligibility for the internal Audit and Consultancy

Table - 1

Sr.No.	Particulars	Details
1.	Number of Years of Experience.	
2.	Number of Partners.	
3.	Number of Qualified CAs with full time employment with the bidder.	
4.	Turn Over for the last three years of the CA/ Agency	
5.	Number of Govt. offices / Companies (Registered under company act) audited in the capacity of internal auditors / statutory auditors (details in the table- 2).	

General Conditions

1. Partnership Firm or Proprietorship should have minimum two CA employees.
2. Proprietor or partner should have 10 years experience in this field.
3. Turnover of the firm should not be less than 30 lakh during the last three years.
4. The agency should be empanelled with CAG and RBI for bank audit
5. Proprietor or partner or employee should have certified course of GST from the Institute of Chartered Accountant of India
6. Agency should have consultancy work of any State /Central Government Company/Undertaking/Department/ Authority/Corporation for minimum two years in the last four years

7. Submission of Satisfactory Performance Certificate issued by the above.
8. The competent Authority of HPWWMA reserves the right to cancel the NIQ without assigning any reason.

Note: - Document to be submitted in support of details as mentioned above.

1. In respect of serial no. 1, 2, 3 – photocopy / scanned copy of the certificates issued by the Institute of Chartered Accountants of India.
2. In respect of serial. no 4 – photocopies of balance sheet and other related documents.
3. In respect of serial no. 5 list of Govt. offices / Companies (Registered under company Act) audited in the capacity of Internal auditors / Statutory auditors in the following format (Table-2).

Table- 2


Sr.No.	Name of the office / Company	Whether Internal / Statutory audit	Year of Audit
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We hereby certify that above information provided, are true and correct to the best of our knowledge and information.

We, the undersigned also agree to carryout assignment as per scope of work as mentioned in Annexure-1 to NIQ."

You are, therefore, requested to quote your lowest possible rates , subject to satisfaction of the above conditions , in the prescribed proforma Annexure "B" for this job on or before - 19.09.2022 up to 3.00 p.m. in sealed envelopes superscribed "Quotation for Audit and Consultancy Charges " addressed to "The Member Secretary, HPWWMA, Plot No 9, DHL Square, HSIIDC IT Park, Sector 22, Panchkula. The Quotations will be opened on the same date at 3.30 p.m.in the office the Member Secretary, HPWWMA.

Encl: Annexure- A and B


Member Secretary
HPWWMA, Panchkula

7/9/2022

ANNEXURE-A**Scope of Audit and Consultancy**

- I. The scope of internal Audit is comprehensive and expanded considerably over the period from financial year 2020-21(01/10/2020 to 31/03/2021) and F.Y 2021-22.
- II. The Scope of consultancy is for three financial years from 2022-23 to 2024-2025.

DISCIPLINE	Areas to be covered
1. Finance & Accounts	<ol style="list-style-type: none">1. Detailed scrutiny of the bills /Vouchers for the period from 01/10/2020 to 31/03/2021(F. Y 2020-21) and F.Y 2021-2022 advising remedial actions if required.2. Advise on maintenance of Books of Accounts including Journals, Ledgers and Cash Book in Tally and in Physical form along with Fixed Assets, Govt. Vehicle Registers proper classification of Assets and Depreciation Claim as per Income Tax Act If applicable and Physical verification.3. Advise and review the preparation of Vouchers and Journals with correct classification of expenditure and updation of the vouchers in Tally.4. Review of Books of Accounts periodically preferably on monthly basis imparting training for preparation vouchers and generation of various significant reports in Tally5. Judicious review of funds received under Capital, Revenue and Deposit Heads and expenditure incurred there-against and Utilization Certificates.6. Reconciliation of Bank statement of all operational bank accounts with Pass Books, Cash Book and updation in Tally.7. Preparation of Annual Statement of Accounts in Form ASA along with Schedule I to XI at the end of each financial year.8. Assistance in maintenance of books of accounts and other relevant documents related to Annual Statement of Accounts in electronic mode.9. Preparation and submission of Balance Sheet and Statement of Income and Expenditure in Form ASA showing financial results of the previous financial year not later than 30th June of calendar year.10. Submission of accounts of the Authority along with audit report for onward submission to the Government for lying before the State Legislature.11. Review of TDS amount deducted by DD on payments made to the staff, agencies and issue of FORM-16/Form 26-AS displayed on Income Tax site quarterly. Reconciliation of TDS deducted with latest AI (Annual Information Statement).12. To verify the GST compliances done i.e. timely filing of GSTR 1, GSTR 7, GSTR 9 A, GSTR 3B, GSTR 9, GSTR 9 C etc. for the concerned time period.13. Quarterly reconciliation of GSTR -2 A with books of Accounts
2. Technical / Engineering (Civil)	<ol style="list-style-type: none">1. Scrutiny of Tenders from the stage of NIT to the award of work and payment thereafter.2. Scrutiny of bills of the agencies in terms of the contract conditions lay down as per the agreement, award letter and other relevant conditions in respect of suppliers of Manpower and Transport.3. Scrutiny of Quotation/Tender/NIQ opening Register.4. Statutory compliances like EPF, ESI, GST, TDS, labour Cess and other Govt. / Statutory Authority etc. are complied with by

	the contractor before release of payment.
3. Stores & Operations (General & Others)	<ol style="list-style-type: none"> 1. Scrutiny of procurement proposals, application of Financial Rules with reference to powers delegated to Office bearers of the Authority. 2. Lost & Found register viz-a-viz physical availability of the items. 3. Status of Survey Reports of old obsolete / non- moving stores. 4. Review of Maintenance of Periodical payment Register e.g. Rent, Telephone. Electricity, water charges etc Status of Physical verification of obsolete, unserviceable items / stores lying in Dead Stock.
4. Statutory Compliance of Taxation Rules & Regulations	<ol style="list-style-type: none"> 1. Review of compliance with all statutory rules & regulations with particular emphasis on GST. / TDS/ EPF/ ESI/ labour Cess etc. its deduction timely deposit and submission of Returns thereof by the concerned Authority. 2. Timely submission of Annual GST returns i.e. GSTR 9 and GSTR 9C as applicable. 3. Compliance with income tax laws as prescribed from time to time.
5. Imprest	<ol style="list-style-type: none"> 1. Review of grant of Imprest to subordinate officer with financial limit and method of recoupment thereof. 2. Review of maintenance of Imprest Register by Imprest holder and detailed scrutiny of payment vouchers under Imprest.
6. Audit Reports	<ol style="list-style-type: none"> 1. Review of previous Internal Audit, Statutory Audit Reports and corrective action / compliance of assurance given to govt. audit party. 2. Review of Compliance.
7. Legal Cases	<ol style="list-style-type: none"> 1. Review and assistance of pending legal cases if there are any.

Note:

(1) Submission of all monthly returns (TDS, GST etc.) in the 1st week of succeeding month and quarterly returns at the end of each quarter, in time, is required to be ensured by the agency and the delay on this part ,if any, shall be attributed to the agency.

(2) Timely issue of FORM 16 to individuals and other executing agencies under proper attestation with reference to previous financial year will be the essence of the this contract.

(3) The Authority reserves the right to cancel the contract at any time without serving any notice or assigning any reason if the services provided by the agency are not found satisfactory



Annexure (B)

Letter No.

Dated 7.09.2022

To

The Member Secretary,
HPWWMA, Panchkula.

Subject: NIQ No. HPWWMA/ ACCTS/001/2022/

Sir,

Please find below our Quotation with respect to your NIQ bearing No.HPWWMA/ACCTS/001-
Audit/2022 Dated: 0.08.2022

Sr. No	Items	Amount in Rupees (₹)
1.	Internal Audit for the Financial Year 2021-2022 (as per scope of work Annexure- I to NIQ for the period from 01/10/2020 to 31/03/2021).	
2.	Internal part Audit F.Y. 2021-2022	
	Total Amount	
3.	Consultancy Charges for 3 Years (F.Y 2022- 23,2023-24 and 2024-25) (For Monthly /Quarterly advice/consultation)	
	Time Limit for Audit of 1 and 2Working Days
	Total Amount ₹	Rs.----- (Rupees -----only)

I / we accept all the terms and conditions stated in the NIQ issued bearing no.
HPWWMA/ACCTS/001/2022/ 51830 Dated 7/09/2022

Yours Sincerely

Authorised Signatory

Name of the Firm with Stamp

Telephone no.

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