

TENDER DOCUMENTS FOR RWA-AWHO INTERNAL AND STATUTORY AUDITOR

Ref No: RWA-AWHO/Statutory Audit/2024/001/dated 12/01/2024.

Date of Pre Bid Discussion : 22 Jan 2024
(i) Venue:- Conference Hall, RWA Office,
(ii) Time- 11:00h

Last Date of Submission of Bids : 09 Feb 2024

Opening of Bids : 12 Feb 2024 at 10:00h
(i) Venue:- Conference Hall, RWA Office,
(ii) Time- 11:00h

1. Tender Bids are invited from CA Firms, for the purpose of Internal and Statutory audit of the Books of accounts of the RWA , AWHO, Gurjinder Vihar, Greater Noida for financial year 2024-25, extendable up to three years based on performance. Formats for Quotation for financial bids for Internal Auditor and Statutory Auditor is attached as annexure I and II respectively

2. **Background:**

The RWA is managing the affairs of the large society of Army Welfare Housing Organization, GurjinderVihar. AWHO Township, GurjinderVihar, is the largest residential complex in Greater Noida. The Township is spread over the 95 acres of land, comprised of 2822 apartment units in multi-storey blocks, shopping complexes, amphitheatre, nursery, primary & secondary schools. A club for the recreation, community center, ECHS, Canara Bank, Post office & a CSD Canteen in the complex fully caters to the needs of resident owners. The Township is a well planned residential mini city. The annual turnover of Society is Approx. 28 Crore.

3. **Eligibility Criteria:**

Chartered Accountants firms must qualify in the following minimum criteria for selection in technical bid.

S. No.	Particular	Internal Audit	Statutory Audit
1	Nos. of full time Partners of the firm	2	2 or more
2	Post qualification experience	10 years	5 years
3	Nos. of partners with qualifying post qualification experience	02	02
4	Nos. of years of Firm existence	05	05
5	Nos. of years The firm/LLP should have Head Office / Branch Office at Delhi/NCR	5	3
6	Nos. of years' experience of the Firm in audit of Residential Cooperative Societies.	2	2

Note:-

- (i) Well versed in Society Act., 1860 applicable in UP.
- (ii) The two Firms should not be related/ have common partners.
- (iii) Well versed in all Govt. Tax laws and regulations.
- (iv) Referrals from current clients.

4. **Supporting Documents for Eligibility Criteria (To be submitted)**

- i. For serial no 1, 2 & 3 above the firm must submit an attested copy of Certificate of the Institute of Chartered Accountants of India (ICAI) with respect to its constitution.
- ii. For serial no. 4 above in Para-3 the firm shall submit a declaration for no of years in existence and certificate from the Institute of Chartered Accountants of India (ICAI).
- iii. For serial no. 5 above in Para-3 the firm shall submit a declaration from the audit firm on their letter head stating that they have Head Office / Branch Office in Delhi/NCR.
- vi. For serial no. 6 above in Para-3 the firm must submit a copy of the appointment letters from the audited organizations/Residential Cooperative Societies and audit reports.

5. **Scope of the work:**

(a) **INTERNAL AUDITOR**

- i. Conduct Internal Audit as per Bye -laws, financial policy and SOP of the society.
- ii. Review of all transactions in Books of Accounts maintained in Internal Accounting Software along with verification of Journal Vouchers, Transfer, Clearing and Cash receipts/payments, other Vouchers and Misc. receipts.
- iii. Audit to be carried out to ensure correctness of transactions and detect errors in accounting as also detect/prevent any possibility of malpractice.
- iv. The Credit/Debit entries in Ledgers and Books of accounts will be scrutinized to ensure their correctness w.r.t approval by the designated BOM member.
- v. Review of the financial aspect of all new contracts and release of Payments thereof.
- vi. Monthly Reconciliation of all Bank accounts maintained by the society vis-à-vis Internal Account.
- vii. Inter-Account fund transfers to be scrutinized as duly authorized transaction and if Outstanding be reported in the quarterly audit report.
- viii. Quarterly reconciliation of meter balance with Books of Accounts for Resident/Non-resident Debtors and shops.
- ix. Verification and reconciliation of Outstanding Creditors and Debtors at the close of every quarter.
- x. Calculation of payment of Advance tax and ensure their timely deposit.
- xi. Review of all Statutory compliances like ESIC/EPFO/TDS etc. and submission of replies w.r.t. their queries if any.
- xii. Quarterly verification of fixed deposits other Investments of the Society and Security Deposits
- xiii. Preparation of quarterly income and expenditure statement and their certification.
- xiv. Annual verification of fixed assets their Account correctly in Books of Accounts and calculations of their WDV as per accounting policy of the society and tax rules & prevalent rules.
- xv. Assist the BOM in preparation of Annual Budget.
- xvi. Reporting – the Quarterly Internal Audit report to be finalized within four weeks of the close of the quarter.
- xvii. Filing of Quarterly TDS Returns.
- xviii. Filing of Annual income tax return.

- xix. Preparation and filing of GST-1 and 3B returns after calculation of GST liability vis-a-vis calculation of input within the specified time frame.
- xx. Verification of GST Input credit bills and vouchers.
- xxi. Generation of GST Challan.
- xxii. Submission of the Annual GST Return in GSTR-9 and 9B/C.
- xxiii. Preparation and Submission of reply to GST/ Income Tax Authorities w.r.t any query raised by them on previously filed returns including personal appearance to these authorities if required. No extra payment will be made for this service except conveyance charge to visit authority office.
- xxiv. Apply and Obtaining the ITCC with the relevant Assessing Officer.
- xxv. To remain present during AGM at the time of presentation of Balance Sheet & Financial Statement to the House (General Body Meeting)

(b) STATUTORY AUDITOR

- i. Conducting Statutory Audit as per standard of auditing issued by ICAI, and Bye-Laws/SOP of the RWA.
- ii. Conducting Tax Audit as per requirement of section 44AB of Income Tax Act 1961 and filing of Tax Audit Report to Income Tax Department.
- iii. To provide sound financial advice on taxation and Treasury Issues.
- iv. To visit RWA Accounts office as and when required by BOM, no additional fee and out of pocket expenses will be paid for such visits.
- v. Preparation & Filing of Annual GSTR-9C (if applicable) to GST Department for said financial year and submission of receipt with respect annual return.
- vi. Preparation and Submission of reply to GST/ Income Tax Authorities w.r.t any query raised by them on previously filed returns including personal appearance to these authorities if required. No extra payment will be made for this service except conveyance charge to visit authority office.

QUOTATION FOR FINANCIAL BID INTERNAL AUDITOR

Sl. No	Name of Firm	Description of work	A/U	Quoted Amount(Rs.)
1.		Conduct of Internal Auditor as per scope of work mentioned at Para 5(a)	Lump sum	

Note:-

1. Quoted amount shall include all applicable taxes and out of pocket expenditures.

QUOTATION FOR FINANCIAL BID STATUTORY AUDITOR

Sl. No	Name of Firm	Description of work	A/U	Quoted Amount(Rs.)
1.		Conduct of Statutory Auditor as per scope of work mentioned at Para 5(b)	Lump sum	

Note:-

1. Quoted amount shall include all applicable taxes and out of pocket expenditures.