



**Expression of Interest**

**Appointment of Chartered Accountant firms for Statutory Audit of Haryana Water Resources Authority, Haryana, for the financial year 2024-25.**

Expression of interest is invited from Chartered Accountant firms (Partnership/Sole proprietorship firms) for conducting statutory audit of Haryana Water Resources Authority, Haryana for the financial year 2024-25 as per provision contained in the Haryana Water Resources (Conservation, Regulation and Management) Authority, Act 2020 and to perform all other works defined in the scope of work placed below. The firms should be currently empanelled with CAG of India.

The CA firms should have a minimum standing of 10 Years with adequate staff turnover of Rs. 25 Lacs P.A. during preceding 3 years, empanelled with CAG of India. Eligible firms may apply along with detailed Bio Data & Balance sheet of the firm of last 3 years. The concerned firms are required to submit Technical and Financial Bids in two separate Envelopes. Only the technically qualified applications shall be considered for Financial evaluation. Please quote the rate of consolidated audit fees for Haryana Water Resource Authority, Haryana on the Part-B i.e. Financial Bid and sealed it in the separate envelope.

Application form complete in all respect must reach to the office Chief Executive Officer, Haryana Water Resources Authority, Haryana, Rear Building of HSVP/HUDA, 3<sup>rd</sup> floor, Sector-6, Panchkula within 7 days from the date of publication of advertisement on the web portal of the Authority. Applications received thereafter will not be entertained.

**04.04.2024**

**Chairperson,  
HWRA, Panchkula.**



**PROFORMA FOR TECHNICAL BID FOR SHORT LISTING CHARTERED ACCOUNTANT FIRM FOR THE STATUTORY AUDIT OF HARYANA WATER RESOURCES, AUTHORITY PANCHKULA FOR THE FINANCIAL YEAR 2024-25.**

**PART-A**

**TECHNICAL BID**

**1. Status of the Firm Partnership Sole Proprietorship**

- (a) Name of the firm  
(in Capital letters)
- (b) (i) Address of the Head Office  
(ii) Address of the branch office  
(Head/branch office of the firm should be located in Chandigarh/Panchkula)
- (c) Office Telephone No.
- (d) Office Fax No
- (e) PAN No. of the firm
2. Firm Registration Number (FRN) with ICAI
- (A) Region Name
- (B) Region Code No.
3. Date of constitution of the firm
1. Empanelment number with CAG
5. Period of Empanelment with CAG which should be more than 10 years as per terms and conditions (Attach the proof of continuous Empanelment for the first year and the current Financial year)  
Date since when the firm has a full time FCA (FCA is must for eligibility of a firm)
6. Whether the firm is engaged in any internal or external audit or providing any other services to any Govt. Company/ Corporation or co-operative institution etc. If 'yes', details may be given. Yes/No
7. Whether the firm is implementing quality control policies and procedures designed to ensure that all audit is conducted in accordance with Statements on Standard Auditing Practices (If yes, a brief note on the procedure adopted is to be enclosed) Yes/No
8. Are there any court/arbitration/legal cases against the firm (If yes, give a brief note of the cases indicating its present status) Yes/No
- 9 Balance Sheet for the last three years



**Note :-** Scope of the work has also been defined.

**UNDERTAKING:**

I/We the sole proprietor/partners of M/s \_\_\_\_\_ Chartered Accountants do hereby jointly and severally verify and declare:-

(i) that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there had been suppression of material information, the firm would not only stand disqualified from the allotment, but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed thereunder;

(ii) that the firm proprietor or partners have not been debarred or cautioned by ICAI during the last five years (if cautioned give details);

(iii) that the firm accepts/fulfill all the terms and conditions attached with the application.

Signature Proprietor /Sole Partner  
Seal of the Firm

Place  
Date



**PART-B**  
**PROFORMA FOR FINANCIAL**  
**BID**

1. Name of the Firm : \_\_\_\_\_
2. Address of the Firm : \_\_\_\_\_
3. Telephone No. : \_\_\_\_\_
4. E-mail ID alternate e-mail ID : \_\_\_\_\_
5. Fax Number : \_\_\_\_\_
6. Mobile No. and alternate Mobile No. : \_\_\_\_\_
7. Quarterly Financial Bid of Professional : Fee/Charges for this work with taxes

Authorized Signatory \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

Date:  
Name:  
Place:

Full  
Seal



**Scope of Work**

**A) Audit Functions:-**

- i. Checking of cash, journal and bank vouchers.
- ii. Checking of entry of cash, journals and bank vouchers in the respective books of accounts maintained by the authority.
- iii. Checking of arithmetical accuracy of books of account maintained by the authority e.g. cash book, bank book, journal, ledgers of all subsidiary accounts.
- iv. Complete audit of financial transaction of the authority.
- v. Checking of bank reconciliation Statement.
- vi. Audit of Income & Expenditure Account and also of the Balance Sheet.

**B) Other Miscellaneous Jobs:**

- (i) Filing of all kind of returns of TDS of the Authority.
  - (ii) Filing of Annual return after audit of Balance Sheet.
  - (iii) To apply for GST on TDS number on Form GST REG-06.
  - (iv) Filing of monthly TDS GST returns on GSTR-7
  - (v) Filing of any other returns under Income Tax Act and GST.
  - (vi) Giving professional advice as and when required, on various technical issues, which the authority may come across in due course of time.
  - (vii) Issue of utilisation certificates for receipt of grants by the authority, from time to time.
- Any other work assigned by the Authority with regard to Income Tax and GST.