

Haryana Rural Roads and Infrastructure Development Agency
A Society of the Government of Haryana in Public Works (B&R) Department
Haryana PWD (B&R) Complex, Nirman Sadan, Plot No. 1,
Sector 33-A, Chandigarh.

Subject: - Finalization of accounts for the Financial Year 2020-21 --- engagement of Services of Chartered Accountants thereof.

“Brief Note”

The Financial Year **2020-21** is going to be closed shortly. The accounts consisting of Trial Balance, Income & Expenditure statement and Balance Sheet of Programme Fund Account, Administrative Expenses Fund Account and Maintenance Fund Account along-with various schedule's of accounts for the **F.Y. 2020-21** are required to be prepared and also to be submitted to NRRDA, New Delhi for further submission to MoRD (Govt. of India), New Delhi as per practice already in-vogue. For this purpose, the Financial Statements of each account i.e. Programme Fund Account (PMGSY-I & II), Administrative Expenses Fund Account & Maintenance Fund Account are also required to be prepared so as to depict the entire financial figures/data in the overall accounts of HaRRIDA (PMGSY) for the **F.Y. 2020-21**.

Further, the work for the reconciliation of financial entries being made at Head Office level are also to be done by arranging a meeting in the presence of the representative of CAs firm with the various PIUs (in the field). After proper reconciliation of the amount debited to the various field units by the Head Office (through authorization letters), we will have to proceed further for doing the work of finalization of accounts for the **F.Y. 2020-21**. The entire financial entries for the Full Year are required to be feeded on the computer through **“Tally Accounting System”** by the team of CAs for the preparation of accounts of HaRRIDA (PMGSY) for the **F.Y. 2020-21**.

In this way, the services of Chartered Accountants for the preparation of Financial Statements, feeding of entire data on the computer through Tally Accounting Software, Reconciliation of accounts with the various PIUs (in the field), preparation of Trial Balance & Drafting of Balance Sheet, Income and Expenditure Statements and relevant schedules for the **F.Y. 2020-21** are required. After proper reconciliation of accounts, the firm of Chartered Accountants will prepare the Balance Sheet, Income and Expenditure Statements along-with relevant schedules for the **F.Y. 2020-21** for onward submission to the O/o NRRDA, New Delhi, Ministry of Rural Development (Govt. of India), Krishi Bhawan, New Delhi and also to file the Income Tax Return (along with copy of Balance Sheet) with the Income Tax Authority on or before **30th September, 2021** positively.

Earlier, the firm of Chartered Accountants at Chandigarh was appointed as Statutory Auditors for the audit of accounts of HaRRIDA (PMGSY) for 3 (Three) years i.e. 2017-18 then 2018-19 & also for 2019-20 respectively. The auditors have already audited/Finalized the accounts of HaRRIDA (PMGSY) for these Financial Years. **As per Guidelines of NRRDA, New Delhi the same firm of Chartered Accountants cannot be appointed as Statutory Auditors for more than 3 (Three) years at a time.**

In this way, the Services of a firm of Chartered Accountants as Statutory Auditors of HaRRIDA (PMGSY) have to be engaged for the audit of accounts of HaRRIDA (PMGSY) for the F.Y. 2020-21. The following works for the finalization of accounts of HaRRIDA (PMGSY) for the F.Y. 2020-21 will have to be done by the Statutory Auditors. The details qualifications and experience of the firm of Chartered Accountants is explained as under:-

1. Details of qualifications and experience of key personnel/proprietor

Sr. No.	Name of senior personnel	Qualification of key personnel/proprietor		Experience	
		Educational	Professional		
			FCA		DISA
Point to be awarded		8 (Maximum)	5 (Maximum)	5 (Maximum)	
1.					
2.					
3.					
4.					

Signature of Authorized Representative of Statutory Auditor Firm with seal.

2. *The firms outside the Tri-city (Chandigarh/Panchkula/Mohali) are not invited to submit their proposals as there would be problem of co-ordination after engagement of such firms. The firm should have their at least one office (H.O. or Branch office) in the Tri-city ((Chandigarh /Panchkula/Mohali).*
3. *The existence of the firm of Chartered Accountants should be at-least 8 to 10 years.*

4. *The turn over of the firm of Chartered Accountants should be around Rs. 12.00 lacs to 15.00 lacs per annum during the last 3 (Three) years.*
5. *The firm of Chartered Accountants will do the following works for the Finalization of Accounts of HaRRIDA (PMGSY) for the F.Y. 2020-21.*
 - (i) *Preparation of Financial Statements in respect of all the PIUs (in the field) and SRRDA (at Head Office) for the F.Y. 2020-21.*
 - (ii) *Reconciliation of Financial Figures shown in the books of accounts of various PIUs (in the field) & SRRDA (at Head Office) for the F.Y. 2020-21.*
 - (iii) *Preparation of Balance Sheet (of all the three accounts) its audit including Tax Audit and filing of Income Tax Returns for the F.Y. 2020-21.*

The firm of Chartered Accountants have to submit the rates/bids (Technically & Financially) for the finalization of accounts for the **F.Y. 2020-21**. The first envelope marked **“TECHNICAL PROPOSAL”** should include description of the bidder’s general experience of the assignment, the qualification and competency of the personnel proposed for the assignment. The first envelope should not contain any cost information whatsoever. The second envelope marked **“FINANCIAL PROPOSAL”** should contain the detailed amount of offer for the Statutory Audit of HaRRIDA (PMGSY) for the **F.Y. 2020-21**. The rates for Statutory Audit of accounts of each PIUs (35 Nos. in the field) and SRRDA (at Head Office) should be mentioned. Both the sealed envelopes should again be placed in a sealed cover. The application supported with the requisite documents, is required to be sent to the Executive Director, HaRRIDA (PMGSY), Haryana, PWD (B&R), Nirman Sadan, Plot No. 1, Sector 33-A, Chandigarh. This office will not be responsible at all for any postal delay. **The last date for the submission of application is 23rd April, 2021 up-to 5:00 PM.**

For evaluating the Technical and Financial Proposals from the various firms of Chartered Accountants, the committee of the following members are constituted to select the suitable firms of Chartered Accountants for conducting the Statutory Audit of Accounts for the **F.Y. 2020-21** of HaRRIDA (PMGSY): -

- | | |
|--|-----------------|
| 1. Superintending Engineer, (PMGSY) | Chairman |
| 2. Executive Engineer (PMGSY) | Member |
| 3. Office Manager/JE, HaRRIDA (PMGSY) | Member |
| 4. F.C. HaRRIDA (PMGSY) | Member |

Sd/-
Executive Engineer (PMGSY)
For Secretary General (HaRRIDA)

HARYANA, PWD B&R

THE SERVICES OF A FIRM OF CHARTERED ACCOUNTANTS ARE REQUIRED FOR THE PREPARATION OF FINANCIAL STATEMENTS OF HaRRIDA (PMGSY), ITS RECONCILIATION AND ALSO AUDIT OF ACCOUNTS FOR THE **F.Y. 2020-21** ARE REQUIRED. INTERESTED CAs FIRMS HAVING THEIR OFFICE (H.O. OR BRANCH OFFICE) AT CHANDIGARH/PANCHKULA/MOHALI ONLY MAY APPLY. FOR FURTHER DETAILS PLEASE VISIT OUR WEBSITE <http://haryanapwd.gov.in>. LAST DATE FOR SUBMISSSION OF APPLICATIONS ALONG WITH REQUISITE DOCUMENTS IS **23rd APRIL, 2021 UP-TO 5.00 PM.**