

U.T. Administration of Dadra and Nagar Haveli and Daman & Diu

Diu Municipal Council, Diu

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No.12-1-2019-20/ACCTS/DMC/217

Dated : 18/07/2020

EXPRESSION OF INTEREST

The Diu Municipal Council, Diu invites sealed tender from all reputed/registered Chartered Accountant for Auditing the Accounts of Diu Municipal Council for the financial year 2019-20.

The interested Chartered Accountant should submit their tender by quoting all charges for auditing (including TA/DA charges) the account of Diu Municipal Council for the financial.

The minimum fees will be Rs. 1000/- for prospective bidders interested in the assignment of conducting internal auditing of the Accounts of Diu Municipal Council, Diu for the financial year 2019-20.

The rates should be quoted on letter pad with neat and clean hand writing/typing.

The tenders received from the interested Chartered Accountant will be will be opened by the Competent Authority and after verifying the charges quoted in Sealed Tender, the Tender of the Chartered Accountant who have quoted lowest charges will be accepted.

The sealed tender should reach the Office of Diu Municipal Council upto 15:00 Hrs. on 02/08/2020 and the same will be opened on the same day in presence of Chartered Accountants or their representatives, if possible.

The Diu Municipal Council reserves the right to accept or reject any tenders received from the interested Chartered Accountant, without assigning any reason thereof.

Scope & Coverage of Internal audit: In conducting the audit special attention should be paid to the following:

1. To ensure that all the accounting entries are made properly and correctly by visiting the Council on quarterly/yearly basis.
2. To certify & submit report to that effect on quarterly/yearly basis.
3. To help/assist in Preparation & Finalization of Accounts as per requirement.
4. Checking/correcting of each voucher and corresponding entry in ledger, cash Book & Petty Cash book.

5. Physical verification of fixed assets.
6. Verification of All Receipt Book Register.
7. Verification of FDR/SD Register.
8. Verification of Check Book Register.
9. Verification of Classified Register.
10. Verification of Pay Bill Register.
11. Verification of GPF/CPF Register.
12. Verification of Dead Stock Register.
13. Verification of Stamp uses register.
14. Verification of Stationery Register.
15. To extend help in preparation of final accounts after completion of trial balance of the Diu Municipal Council, Diu, Verification of TDS deduction and its payment to the credit of Government also the issuance of relevant certificate for tax deducted at source.
16. Appraisal of the efficiency of accounting system and procedure and also measuring and evaluation the effectiveness of internal control system.
17. Report on yearly basis to be submitted to the Diu Municipal Council, Diu, covering above noted points.
18. Assessments of documents and financial projection feasibility reports.
19. Timely conduct of internal Audit and submission of internal Audit Reports.
20. The auditors shall have to co-ordinate/consult the auditors on contract for previous years as and when necessary.
21. Assisting/to help during C&AG Audit and preparation of reply of the queries issued by C&AG Auditors.
22. To advice regarding audit matters as and when asked by DMC management.
23. The scope of Internal Auditor will be reviewed by the DMC, Diu in consultation with the Internal Auditor from time to time.
24. Financial Statements are required to be submitted to this office. Financial Statements shall include following:
 - I. Audit Opinion.
 - II. Balance sheet showing accumulated funds of the project balances other assets of the project, and liabilities, if any.
 - III. Income & Expenditure account for the period ending as decided.
 - IV. Receipts and Payment Account for the period ending as decided.

V. Other Schedules to the Balance sheet as appropriate, but which shall include:-

- Statement of Fixed Assets in the form of a Schedule,
- Schedule of all cash & Bank Balances (attach bank reconciliation statements)
- Statement of expenditure.

VI. Utilization Certificate as per Form 19-A of GFR 2017; duly tallied with the Income & Expenditure and expenditure on Fixed Asset during the financial year .

Signature valid

Digitally signed by HARMINDER SINGH
Date: 2020.07.17 11:05:39 IST
Reason: Approved

(HARMINDER SINGH)

Chief Officer,
Diu Municipal Council, Diu.