

No. HSMI/Fin./CA/2013

May 2, 2013

Sub: Appointment of Chartered Accountant firm for certification of Trial Balance covering Taxation, etc. for the financial year 2013-14 - HSMI (HUDCO)

Dear Sir,

Human Settlement Management Institute is the Research & Training Division of Housing and Urban Development Corporation Ltd. is a Government of India undertaking, located at HUDCO House, Lodhi Road, New Delhi-110 003. The Institute requires to appoint Chartered Accountant Firms for certification of trial balance covering taxation, etc. The scope of the work is detailed out at Annexure-I enclosed.

The selection of Chartered Accountant firms would be preliminary based on the following technical criteria :-

1. The CA firm should have at least 5 year experience in handling work of public sector companies.
2. The CA firm should have experience in the filing of TDS / Service Tax return in respect of public sector companies.
3. The number of partners / paid CAs and other employee staff are also to be mentioned for understanding the strength of the firm.

The selection of firms would be carried out in two stages i.e. firms may be shortlisted on the basis of technical bids. The financial quotations of only shortlisted technical firms would be opened for finalization of CA firm appointment. The format of information to be provided in the technical bids and financial bids are enclosed at Annexure-II and Annexure-III.

The CA firm so short-listed is to undertake the review for each month transactions of succeeding month and issue a report address to ED of HSMI by 7th of every month in case of trial balance including taxation, etc. Moreover, the Head Office has the right to replace the CA firm if it is found that the reporting/certification so carried out does not meet the required standard.

The monthly / quarterly payment shall be made at the rate of 80% of due fees and balance 20% shall be released after audit of annual accounts by Statutory Auditors and issuance of tax audit report.

You are requested to kindly send quotations by 15th May, 2013 in a sealed cover (technical and financial bid separately), with the following inscribed on the envelope "**Quotation for the Appointment of Chartered Accountant for the Financial Year 2013-14**". Quotation addressed to Senior Manager (Finance), should be dropped in a box, kept at the reception of HSMI, HUDCO House, Lodhi Road, New Delhi-110 003 before 11.00 AM of 15th May, 2013. It may please be noted that quotation received after the time and date will not be entertained.

Thanking you,

Yours faithfully,

Chander Bhushan
Senior Finance Officer

Encl: As above

Trial Balance

The Scope of work is as under:-

A. IMPREST ACCOUNT

1. Review of books of accounts and vouchers in regard to appropriateness of supporting documentary evidence and correctness of heads of accounts;
2. Certification of monthly trial balance accompanied by Audit Report.
3. Review of Head Office accounts with reference to remittances received from Head Office and disbursements made.
4. Review of reconciliation of bank accounts.
5. Authenticity of salary vouchers in regard to appropriateness of heads of accounts.
6. Reconciliation of staff advances and all other advance accounts.
7. Verification of all Income Heads , booking of TDS on income to appropriate head of accounts.
8. Certification of Half Yearly / Annual Information required by Head Office on Half yearly / Yearly basis as per guidelines made available by Head Office.
9. Certification of physical verification report vis-à-vis fixed assets as per HUDCO's Asset Register and point out discrepancies, if any.
10. Certification in respect of compliance of various circulars in regard to accounting / fixed assets issued by Head office from time to time.
11. Auditor should certify in the Audit report on monthly basis that the audit observations/ remarks have been rectified/ corrected for in the accounts and necessary accounting entries and payments to Income Tax / Service Tax authorities have been made in time.

B. TAXATION

1. Appropriateness of deduction of tax at source from salary in reference to Savings & Investments, Income from House Properties submitted by employees. as well as from payments in compliance of the provisions of the Income Tax Act. Verify timely payment of TDS amount to appropriate authorities. Review the correctness of the TDS returns before these are filed with the appropriate authorities. Verify from Income Tax site that the tax payment has been properly accounted for with Income Tax authorities and the proper credit for TDS on income is available to HUDCO;
2. To advise and to assist in the preparation of Form 16 and 12BA in regard to Salaries.
3. Facilitation in downloading of all TDS certificates from NSDL and verifying the same.

4. To attend to all communications, notices of the Tax Authorities and to appear on all hearings before Tax Authorities.
5. Facilitation in preparation of quarterly TDS Returns and uploading of the same with the NSDL.
6. Filing of correction statement/Rectification of TDS Returns already filed, if required
7. Other Tax related issues consequent to amendments in Income Tax Act .
8. Certify the statement showing the service tax paid by HSMI on input services, service tax collected on output services & service tax payable under reverse charge. Adjustment of service tax input service as per eligibility and service tax payable on output services. Also certifying its booking under appropriate GL A/c.
9. Verify that HSMI is taking CENVAT credit as per Cenvat Credit Rules at the time of making monthly payments with the appropriate authorities.
10. Facilitation in preparation, checking and timely e-filing of quarterly service tax return with the concerned authorities.
11. Facilitation in amendment of Service Tax Registration, if any.
12. Certification in respect of the compliance of various circulars / instructions issued by various authorities/ Head Office in regard to Service Tax / Income Tax from time to time.
13. Certify that all the provisions of Income Tax Act /Service Tax Act are complied with and bills are raised within the prescribed time as per Service Tax Act and the same are accounted for in books of accounts properly.
14. Issue of tax audit report on yearly basis along with all the annexure required by Head Office/ Tax Auditors. ;

C. KYC compliance of HSMI clients

Annexure-II

**Information to be given in Technical Bid
for certification of Trial Balance covering Taxation
for the year 2013-14 pertaining to HSMI (HUDCO)**

Sl. No.	Particulars	Information given
1.	Name and Address of the Chartered Accountant Firm (Registered Office)	
2.	Experience in handling work of Public Sector Companies (period)	
3.	Experience in filing of TDS/ Service Tax return in respect of Public Sector Companies (period)	
4.	No. of partners in the firm	
5.	Paid CAs in the firm	
6.	Other employed staff in the firm	
7.	PAN number	

Name of the Authorized person: _____

Designation : _____

Date & Place : _____

Signatures : _____

Annexure-III

**Information to be given in Financial Bid
for certification of Trial Balance covering Taxation
for the year 2013-14 pertaining to HSMI (HUDCO)**

Sl. No.	Particulars	Information given
1.	Name and Address of the Chartered Accountant Firm (Registered Office)	
2.	Monthly fees (excluding Service Tax) for certification of Trial Balance covering Taxation and KYC	

Name of the Authorized person: _____

Designation : _____

Date & Place : _____

Signatures : _____