

Warehousing Development and Regulatory Authority
Government of India

No. G-25020/3/2018-A&F

Date: 22.10.2018

Limited Tender Enquiry

Subject: Engagement of Chartered Accountant firm for Concurrent Audit and Consultancy (including Taxation) work of the Warehousing Development and Regulatory Authority (WDRA) for the financial year 2018-19 & 2019-20

Warehousing Development and Regulatory Authority (WDRA) is a statutory body established under The Warehousing (Development and Regulation) Act, 2007. The Accounts of the WDRA are prepared according to the Warehousing (Development and Regulatory Authority) Annual Statement of Accounts and Records Rules, 2010 and audited by Comptroller and Auditor-General of India (CAG).

WDRA invites eligible **Chartered Accountant firms located in NCR area** to submit their applications in prescribed proforma as at Annexure-II alongwith the documents/information as detailed in the enclosed documents.

The application form, scope of work and terms & conditions of engagement are available on Authority's website www.wdra.gov.in under Tenders.

The completed application form along with the documents may be submitted in a sealed envelope super-scribing "Engagement of Chartered Accountant firm" to the Under Secretary (Admn & Finance), Warehousing Development and Regulatory Authority, 4th Floor, NCUI Building, 3,Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi - 110016, on or before 12.11.2018.

(Rakesh Kataria)
Under Secretary (A & F)

Warehousing Development and Regulatory Authority

Engagement of Chartered Accountant firm for Concurrent Audit and audit of Annual Accounts and Consultancy (including Taxation) work of the Warehousing Development and Regulatory Authority (WDRA) for the Financial Year 2018-19 & 2019-20.

The WDRA has been established under the Warehousing (Development and Regulation) Act, 2007. The accounts of the Authority are prepared as prescribed in Warehousing (Development and Regulatory Authority) Annual Statement of Accounts and Records Rules, 2010 and audited by Comptroller and Auditor-General of India (CAG).

The WDRA is a small organisation set up in 2010 and having its office at New Delhi with sanctioned staff strength of 16.

The accounts of the WDRA are presently being maintained on TALLY. However, a new accounting software namely "ODOO" has been deployed in WDRA which is similar to TALLY. The accounts of WDRA is now maintained on new software.

The services of the Chartered Accountant firm are required as per the Scope and Terms and Conditions as detailed in Annexure-I (enclosed)

1. Eligibility Criteria:-

- i) The firm should be at least three years in profession as on date of issue of this enquiry.
- ii) The firm should have experience in preparing and auditing accounts of Central / State Government Departments, Central/State Statutory / Autonomous bodies/PSUs.
- iii) No Partner/ Chartered Accountant of the firm should be held guilty of professional misconduct by the Institute of Chartered Accountants of India. Declaration to be submitted by the firm.
- iv) The Terms and Conditions (Annex-I) and proforma (Annex-II)) should be signed by the authorized signatory and submitted.
- v) Tender should be signed by the authorized person. Authorisation letter in favour of person signing the tender should be enclosed.

NOTE

The firm must submit the documents in support of above as mentioned in Format (Annex-II) failing which tender shall be ignored/rejected.

Warehousing Development and Regulatory Authority

(Annexure- I)

Scope and Terms & Conditions for engagement of Chartered Accountant firm (CA) for Concurrent Audit and audit of Annual Accounts and Consultancy (including Taxation) work of the Warehousing Development and Regulatory Authority (WDRA) for the Financial Year 2018-19 & 2019-20.

1. The CA firm shall undertake the Concurrent Audit and audit of Annual Accounts and Consultancy (including Taxation) work of the Warehousing Development and Regulatory Authority (WDRA). The appointment shall be initially for a period of two financial years i.e., 2018-19 & 2019-20. The Contract may be extended further on mutual agreement.
2. The fee quoted by the firm shall be lump sum amount inclusive of all charges and shall be fixed during the currency of two years contract period. However, GST as applicable shall be payable extra.
3. The concurrent audit of accounts/transactions shall be taken up regularly once in **two months** by deputing a qualified Chartered Accountant to WDRA office duly authorized by the firm and shall spend a minimum period of 10 days in WDRA office for each cycle of two month. He shall complete the voucher verification and audit and submit the report in the prescribed format.
4. Firm shall take up the annual audit of accounts prepared by WDRA personnel at the end of the financial year for its verification to comply with the prescribed Government procedures, rules, instructions, etc. and WDRA Act/Rules/Regulations.
5. Financial statements including Balance Sheet, Income & Expenditure account, Receipts and Payments account, Allocation of head of accounts, etc. are required to be audited and verified and shall be certified.
6. Half yearly accounts of WDRA prepared with all schedules shall be audited and reported for reconciliations of the account if any.
7. Annual accounts of WDRA shall be audited immediately after account preparation is completed. Firm shall depute a qualified Chartered Accountant in the Authority's meeting for passing the Accounts by the Authority and is required to answer/reply to the query posed by the Authority.

8. The firm shall provide its opinion to the WDRA on the matters referred to it on the basis of all prevailing Laws, rules, etc. and shall be responsible for its opinion.
9. The firm shall depute a qualified chartered accountant to WDRA office during the period of CAG audit.
10. The firm shall give its comment/ suggestion on the adequacy of the internal check system/ accounts.
11. In case of any change in the constitution of the firm on account of merger, de- merger or for any other reason, the same would be brought to the notice of the WDRA immediately.
12. In case of violation of any of the above conditions and for any other reason deemed appropriate by the WDRA, the contract would liable to be terminated and decision of the WDRA in this regard would be final.
13. After the completion of the work, wherever necessary, the firm would be required to submit the reports in required number of Hard copies duly signed by the Partners/signed the statements in number of required copies.
14. No data relating to accounts of WDRA shall be taken/carried out of premises of WDRA. Firm has to attend all related work in the WDRA's system and in it premises only.
15. In case of default in visiting for audit work and/or consultancy work and not attending WDRA office whenever called for discussion, WDRA may levy penalty and the decision of Competent Authority in WDRA shall be final and binding.
16. In case of any dispute, the same shall be amicably resolved through mutual discussion. In case the dispute is not resolved, the decision of Competent Authority in WDRA shall be final and binding.
17. The WDRA shall have the right of rejecting all or any of the proposals without assigning any reason.

Warehousing Development and Regulatory Authority

Government of India

Application form to be filled by applicant firm for Engagement of Chartered Accountant firm in WDRA

(Annexure II)

Sl. No.	Particulars	Details	Document to be enclosed
01	Name of the Firm		
02	Address of the Firm		
03	Name of Partner(s)		
04	Name of authorised Signatory who has signed the tender		Authorisation Letter
05	Contact Detail: Contact Person		
	Phone/Mobile No.		
	Email		
06	Year of Establishment		Copy of Establishment registration certificate
07	Registration Number of ICAI		Copy of ICAI registration
08	PAN Number of the firm		Copy of PAN card
09	GST Registration Number		Copy of GST registration
10	Professional experience in auditing accounts of Central/State Government Departments, Statutory / Autonomous Bodies/PSUs.		Copies of work order(s) during last 3 years
12	Declare that no partner/Chartered Accountant /Employee of the firm of auditors has been held guilty of professional misconduct by the Institute of Chartered Accountants of India. (Yes/NO)		Declaration on letter head
13	Lump sum Professional Fee Per financial year.	Rs. _____ per financial year Rupees in words: _____ (Excluding Taxes)	
14	Charges for giving opinion on the	Rs. _____	

	matters referred by WDRA (per case)	Rupees in words: _____ (Excluding Taxes)	
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