

Warehousing Development and Regulatory Authority
Government of India

No. WDRA/2015/19-6/A&F

Date: 04/07/2016

Enquiry

Subject: Engagement of Chartered Accountant firm for preparation of Annual Accounts, Bank reconciliation and Internal Audit work of the Warehousing Development and Regulatory Authority (WDRA).

Quotations are invited from Chartered Accountant firms located at Delhi for preparation of Annual Statement of Account of the Warehousing Development and Regulatory Authority (WDRA) for the year 2016-2017 and 2017-2018. The Accounts of the WDRA are to be prepared according to the Warehousing (Development and Regulatory Authority) Annual Statement of Accounts and Records Rules, 2010.

The application form, scope and terms & conditions of engagement are available at WDRA website www.wdra.nic.in, in downloadable form. Interested firms may submit their application in prescribed proforma as at Annexure-II, superscribing "Engagement of Chartered Accountant firm" to the Under Secretary (Admn& Finance), WDRA, 4/1, 'Warehousing Bhavan', Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi – 110016, before 15.7.2016.

(Rakesh Kataria)
Under Secretary (A & F)

Warehousing Development and Regulatory Authority

Engagement of Chartered Accountants firm for preparing Annual Accounts of the WDRA for FY 2016-17 to 2017-18.

The WDRA has been established on 26.10.2010 under the Warehousing (Development and Regulation) Act, 2007. The accounts of the Authority are to be prepared Warehousing (Development and Regulatory Authority) Annual Statement of Accounts and Records Rules, 2010. The WDRA is a small organisation having its office at New Delhi and sanctioned staff strength of 21.

For preparation the Accounts of WDRA, the services of the Chartered Accountants firm is required as per the Scope and Terms and Conditions as enclosed at Annexure I.

1. Eligibility Criteria for Engagement of Chartered Accountant Firm are as follows:
 - (i) The firm should be empanelled with Comptroller & Auditor General of India (CAG).
 - (ii) The Chartered Accountant firm should have experience in preparing Annual Accounts of Central / State Government Departments, Central/State Statutory / Autonomous bodies/PSUs.
 - (iii) The firm will have to give declaration that no Partner/ Qualified Chartered Accountant of the firm has been held guilty of professional misconduct by the Institute of Chartered Accountants of India.
2. The Authorized Signatory may sign both the Term and Conditions and prescribed proforma at the time of submission alongwith the authorization letter.
3. The WDRA shall have the right of rejecting all or any of the proposals without assigning any reasons thereof.

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Annexure-I

Scope and Terms & Conditions for Engagement of Chartered Accountants firm to preparing Annual Accounts of the WDRA for FY 2016-17 and 2017-18.

1. The CA firm shall be appointed for Preparation of Accounts of the WDRA initially for Two years for 2016-17 to 2017-18. The Contract may be extended on mutual agreement.
2. The CA firm shall take up the preparation of Annual Accounts of WDRA on monthly basis.
3. The Annual Accounts shall be prepared complying with the prescribed Government procedures, rules, instructions, etc and WDRA Act/rules/regulations.
4. Preparation of financial statements of the WDRA including Receipts and Payments account, Income – Expenditure account, Balance Sheet, etc. as required in respect of the WDRA.
5. The Annual Accounts shall be prepared on monthly basis by deputing Qualified Chartered Accountants at WDRA office. He / She shall be authorized by the firm for preparation of accounts of the WDRA.
6. After compiling of the Annual accounts, Qualified Chartered Accountant may be deputed to present the same before the Authority for passing the Accounts by the Authority.
7. To depute on qualified Chartered Accountant to this office during the conduct of the the Audit by the Internal audit or audit by the CAG.
8. 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.
9. In case of violation of any of the above conditions and for any other reason deemed appropriate by the WDRA, the firm would be liable to be terminated and the decision of the WDRA in this regard would be final.
10. After the completion of the work, wherever necessary, the firm would be required to submit the reports in Hard (seven copies) and soft form (Compact disc) under the signature of authorized signatory.

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Annexure II

FORMAT for Engagement of Chartered Accountant firm in WDRA

Sl.No.	Particulars	Details
01	Name of the CA Firm and Proprietor	
02	Name of Authorised Signatory	
03	Address:	
04	Contact Numbers:	
05	Year of Establishment:	
06	Details of Registration with CAG Office (copy to be enclosed)	
07	Registration Number of ICAI & categorization, if any (Copy to be enclosed)	
08	Income Tax PAN Number of the firm (copy to be enclosed)	
09	Service Tax Registration Number of the firm (copy to be enclosed)	
10	Details of professional experience in Central/State Government Departments, Statutory /Autonomous bodies. (Copy to be enclosed)	
11	Any other information about the work experience of the firm / partners / employees:	
12	Declar 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.	
13	Professional Fee charges in Rs. Per year for Preparation of Annual Accounts of the WDRA.	

Signature with seal of the firm.

