

**Notice Inviting Quotation**


**Subject: - Regarding inviting Quotations for preparation of final account i.e. Receipt & Payment, Income and Expenditure and Balance sheet filing of Income Tax Return of GST on monthly basis & ITR of Income Tax on quarterly account of H.P Excise and Taxation Technical Service Agency (TSA) a society registered under the provisions of the societies registration Act, XXI of 1860 & Amendment Act, 1973 and subsequent audit thereof besides for filing Income Tax return of the Society for F.Y.2021-22.**

Sealed quotations alongwith signed copy of Scope of Work at Annexure "A" are invited from the interested Chartered Accountant firms for preparation of final accounts of H.P. Excise & Taxation Technical Service Agency (TSA), a society registered under the provision of the societies registration Act, XXI of 1860 & HP Amendment Act, 1973 on the basis of Cash Book and other related record to be supplied by the society and subsequent audit thereof. The firm will also be assigned the task of filing of Income tax Return of the Society.

Your quotation must reach this office at "HP Excise and Taxation Technical Service Agency, Block No. 30 SDA Complex, Kasumpti, Shimla-171009 HP" latest by - 25/07/2022 at 11:00 A.M.

Quotations will be opened on 03:00 P.M.

For any queries may like to speak to Dy. Controller (F&A)-cum- Member Secretary H.P. Excise & Taxation Technical Service Agency (TSA) on Phone No. 0177-2621635.

  
Yunus (IAS)

Commissioner of State Taxes & Excise,  
Himachal Pradesh, Shimla-9.

Endst. No. 12-4/78-EXN-H-TSA

21068-80

dated

08-07-2022

Copy forwarded to:-

1. M/s Rajeev Sood & Co. Chartered Accountant,  
71-Middle Bazar, Shimla-171001.
2. Sh. Mukesh Sharma (Chartered Accountant)  
Block No. 10, SDA Commercial Complex,  
Kasumpti, Shimla-171009.
3. Soni & Rastogi, Chartered Accountant  
Nitya Niketan Building Shimla E-State  
H.P. Chota Shimla-171002.
4. Ashish Aggarwal & Associates, Butail Bhawan,  
New Children Park Sanjouli H.P Shimla-172002.
5. JMA & Co. Chartered Accountant  
SCO-306-308, Block -O Maple Hill Plaza Near Apple Mandi,  
Kamla Nagar, Sanjouli-171006.
6. Doger & Co. First Floor, Shimla Bus Stand  
Opposite Panchayat Bhawan HP-171001
7. Vipin Sood & Co. Saraswati Bhawan, Sanjouli  
Near DAV Public School North Oak 171006 Shimla
8. Tiwari Dogra & Associates Jagat Gyan Apartment,  
By Pass Chowk Khalini-171002 HP Shimla.



**TERMS OF REFERENCE FOR APPOINTMENT OF A CHARTERED ACCOUNTANT FIRM FOR Audit, Preparation of Final Accounts and Filing of Income Tax Return of H.P. Excise and Taxation Technical Service Agency (TSA)**

**BACKGROUND**

The H.P. Excise and Taxation Technical Service Agency, Block No 30, SDA Complex, Kasumpti Shimla 171009 Himachal Pradesh is a registered Society for which funds are sourced by following sources:-

- I. Amount Collected pursuant to issuance of computerized VAT-XXVI-A form at Barrier(s)/services rendered.
- II. Interest receipt.
- III. Amount collected pursuant to Excise & Taxation Department Development Fund from the sale of Liquor Bottles/Can.

**OBJECTIVES**

The objective of the audit of the Agency Accounts is to enable the auditor to express a professional opinion on the financial position of **H.P. Excise and Taxation Technical Service Agency** at the end of each fiscal year and of the funds received and expenditure incurred for the accounting period ended on last date of Financial Year.

The Agency accounts (books of accounts) provide the basis for preparation of the Annual Financial Statement and are established to reflect the financial transactions in respect of the Agency for objectives as mentioned in the Memorandum of Association of Excise and Taxation Technical Service Agency.

**SCOPE**

Expenditure is incurred against various activities within approved objectives & Budget from funds accumulated. A statement of expenditure based on actual amount spent under various interventions is submitted to Executive Committee and Governing Body H.P. Excise and Taxation Technical Service Agency. The C.A. firm is required to exercise such tests of accounting records, internal checks and control and other necessary audit of the accounts as per general principles and standard of audits of the Institute of Chartered Accountant of India. In conducting the Audit, attention should be given to the following:

- a) All funds have been accounted and used in accordance with the condition of the relevant financial norms and financial regulations with due attention to economy and efficiency, and only for the purpose for which the financing was provided.
- b) Generally accepted accounting principles are followed by all entities that are authorized to incur expenditure.



- c) Goods, works and services financed have been procured in accordance with relevant provisions of the Procurement Procedure prescribed for the purpose. Proper documents, namely, purchase, orders, tender documents, invoices, vouchers, receipts, Pay bills, TA bills etc. are maintained and linked to the transactions and retained in office record as per rules.
- d) All necessary supporting documents, records and accounts have been kept in respect of all programme expenditure including expenditure covered by statement of expenditure. Clean linkage should exist between the books of accounts and reports presented to the Executive Committee and Governing Body H.P. Excise and Taxation Technical Service Agency.
- e) Expenditure incurred is strictly in accordance with the financial rules/ provisions contained under Memorandum of Association and Rules and Regulations of TSA as well as decisions of the Governing Body of TSA being the apex decision making body of the society or any other clarifications issued from time to time. The receipts and expenditure statements/Financial statements of the relevant period represent a true and fair view or implementation and operations of the agency at the end of the financial year and of resources and expenditure for the year ended on that date.
- f) Agency funds are used efficiently and economically the purpose for which they are intended.
- g) Reconciliation of Bank Statements and accounts is regularly carried out on a monthly basis.
- h) The C.A firm appointed for the audit should also look into the position of audit compliance of previous audit objections raised, if any. The audit report should include a separate Para in this regard.
- i) The C.A. firm appointed for the audit should be required to give Audit and any other certificate required from time to time.
- j) The audit should cover all accounts of agency maintained at all level and should be indicated in the audit report.
- k) Presently for the visit and to conduct audit, there are one Head Office at Block No 30, SDA Complex, Kasumpti , Shimla 171009 Himachal Pradesh , 14 actively responding Multi Purpose Barriers and 13 Revenue District offices and any other established barrier / office Of HP Govt. Excise and Taxation Department authorized to collect or incur Expenditure as per rules of H.P. Excise and Taxation Technical Service Agency.
- l) Bid Security of Rs. 10,000/- (Ten Thousand Only) in the shape of Account Payee Bank Draft or duly pledged Fixed Deposit Receipts from a Nationalized Bank drawn in favour of the Member Secretary, H.P Excise and Taxation Technical Service Agency, O/o Commissioner of State Taxes & Excise, Himachal Pradesh shall be furnished by the Service Provider with the Tenderer. In absence of which quotations will be rejected. Tenderers who has already submitted earlier shall not be required to re submit the same.
- m) The Performance Security of @10% value of contract shall be furnished by the successful bidder on the award of the contract in the shape of Account Payee



Bank Draft or duly pledged Fixed Deposits Receipts or Bank Guarantee issued by any Nationalized Bank either located in H.P or endorsed by the branch of that bank located in H.P and shall remain valid for a period of sixty days from the date of completion of contract to the best satisfaction of the Department/ H.P Excise and Taxation Technical Service Agency.

### **FINANCIAL STATEMENTS OF THE H.P. EXCISE AND TAXATION TECHNICAL SERVICE AGENCY**

The C.A. firm shall base on Cash Book and other ancillary record to be supplied by TSA shall prepare the following:-

- (a) Preparation of Receipt and Payment accounts of ETD Development Fund and VAT-XXVI-A (Distt Wise, MP Barrier wise and H.O. wise) of approx. receipt of Rs. 10,00,00,000 from collection of ETD Development Fund and VAT-XXVI-A under TSA.
- (b) A consolidated summary of receipts and expenditure shown under the main heading.
- (c) A balance sheet showing accumulated funds, bank balances other assets of the HP Excise and Taxation Technical Service Agency.
- (d) Filing of Monthly TDS return of GST of the Society.
- (e) Filing of Quarterly return of Income Tax Department of the Society.
- (f) Any other statement, if any, required separately.

### **AUDIT OPINION**

The audit opinion should include the Financial Statement and the Annual Audit Report of the accounts of HP Excise and Taxation Technical Service Agency. The financial statement, including the audit report should be submitted to the Commissioner of State Taxes & Excise, H.P. cum Chairman of Executive Committee of HP Excise and Taxation Technical Service Agency well in advance who will take further action to have lay copies of Audited Accounts and report thereon before the Governing Body of HP Excise and Taxation Technical Service Agency.

### **MANAGEMENT LETTER**

In addition to the audit reports, the auditors will prepare a "management letter", in which the auditor will:

- (a) Give comments and observations on the accounting records, systems, and internal controls that were examined during the course of the audit;
- (b) Identify specific deficiencies and areas of weakness in systems and internal controls and make recommendations for their improvement.;
- (c) Report on the degree of compliance of each of the financial covenants of the financing agreement and give comments, if any, on internal and external matters affecting such compliance.



- (d) Communicate matters that have come to the attention during the audit which might have a significant impact on the Functions of HP Excise and Taxation Technical Service Agency
- (e) Bring to the implementing functionaries' attention any other matters that the auditor consider pertinent.

**COMPLIANCE OF PROVISIONS UNDER INCOME TAX ACT OR ANY OTHER LAW APPLICABLE REGARDING INCOME TAX RETURN ETC.**

The C.A. firm shall also be responsible for filing of Income Tax Return of the Society and finalization of account of the Society as well as conclusion of its Audit as per timelines prescribed therefore under Income Tax Act, 1961 or any other law applicable.

Apart from this the C.A. firm shall also be responsible to file the Monthly return of TDS to GST and Quarterly return of TDS to Income Tax Department on or before 10<sup>th</sup> of month of the Society.

**KEY PERSONNEL**

The key personnel in the audit team, their minimum qualifications, and their anticipated inputs are indicated below:

- (a) The C.A. firm should have registered office in Himachal Pradesh at Shimla. (Proof to be attached)
- (b) The audit team should be led by a Chartered Accountant with a minimum 5 years experience in audit.
- (c) The audit team should include qualified auditors/articles/audit staff commensurate with the size and scope of the assignment

**GENERAL**

(a) The Auditor shall be given access to all legal documents, books of accounts, procurement document, correspondence, and any other information associated with the HP Excise and Taxation Technical Service Agency and deemed necessary by the auditor.

(b) Appointment of CA firm will be initially for the Audit of accounts of Financial Year 2021-22 and can be extended on an annual basis up to two subsequent years on same terms and conditions and same rates of audit fee etc. in consideration of performance.

(c) Your appointment will be initially for one year i.e. 2021-22 for which H.P Excise & Taxation Technical Service Agency will pay fee as per rates mentioned below:-

Sr. No.	Particulars	Amount (In Rs.) (excluding taxes)	Remarks
1.	Conducting of Audit and Finalization of account of the Society as well as conclusion of its Audit.	31,000-00	
2.	Filing of Income Tax Return (Annually)	2,000-00	
3.	Filing of Monthly TDS return of GST of the Society	300-00	
4.	Filing of Quarterly return of Income Tax Department of the Society	500-00	
	<b>TOTAL</b>	<b>33,800-00</b>	

Note: The above rates are including TA/DA and excluding tax for conducting the audit, finalization of accounts.

**SIGNATURE WITH SEAL OF CA**