Expression of Interest


The interested Chartered Accountant should submit their tender by quoting all charges for auditing the account of Office of the President, Shree Mahakaleshwar Fisheries Co-Op Society Ltd., Saudwadi, Diu for the year as well as consultancy charges.

The charges should be quoted on a letter head or on plain white paper with a clean and neat hand-writing.

The tenders received from the interested Chartered Accountant will be placed before the meeting of the Assistant Registrar Co-Op Societies, Diu and the same will be opened by the Assistant Registrar Co-Op Societies, Diu 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 the Assistant Registrar Co-Op Societies, Collectorate, Diu up to 03:00 P.M. on 21-07-2020 and the same will be opened on the same day by the Assistant Registrar Co-Op Societies, Diu in presence of
President of respective Co-op. Society & Chartered Accountants or their representatives, if possible.

The Assistant Registrar Co-Op Societies, Diu reserves the right to accept or reject any all 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 Societies 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.
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 Dead Stock Register.
12. Verification of Stamp uses register.
13. Verification of Stationery Register.
14. To extend help in preparation of final accounts after completion of trial balance of the above both the Societies, Diu, Verification of TDS deduction and its payment to the credit of Government also the issuance of relevant certificate for tax deducted at source.

15. Appraisal of the efficiency of accounting system and procedure and also measuring and evaluation the effectiveness of internal control system.


17. Assessments of documents and financial projection feasibility reports.

18. Timely conduct of internal Audit and submission of internal Audit Reports.

19. The auditors shall have to co-ordinate/consult the auditors on contract for previous years as and when necessary.

20. To advice regarding audit matters as and when asked by Societies management.

21. The scope of Internal Auditor will be reviewed by the both Societies, Diu in consultation with the Internal Auditor from time to time.

22. 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

(Hitesh Narasimh Charaniya)
President,
Shree, Mahakaleshwar Fisheries Co-Op. Society Ltd.,
Saudwadi-Diu

To,

1. The Assistant Registrar Co-op. Societies, Diu with a request to send District Informatics Officer, National Informatics Centre (NIC), Diu... to upload on Diu Website for wide publicity.

2. To Publish in Newspaper distributed in Diu District Size 10cms X 10cms ... for wide publicity for Local News paper (One English, One Hindi & One Gujarati News paper)