Expression of Interest


The interested Chartered Accountant should submit their tender by quoting all charges for auditing the account of Diu Municipal Council for the financial 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 Standing Committee of Diu Municipal Council and the same will be opened by the Standing Committee 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 Diu Municipal Council upto 15:00 A.M. on 25-04-2018 and the same will be opened on the same day by the Standing Committee in presence of Chartered Accountants or their representatives, if possible.

The Diu Municipal Council 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 Council on quarterly/yearly basis.

2. To certify & submit report to that effect on quarterly/yearly basis.

3. To ‘e-file’ promptly TDS every quarter, IT return and attend remarks, if any, relating thereto. Liaison with Tax Authorities like IT, Service Tax & other consultancy service, if necessary.
4. To help/assist in Preparation & Finalization of Accounts as per requirement.


6. Physical verification of fixed assets.

7. Verification of All Receipt Book Register.

8. Verification of FDR/SD Register.

9. Verification of Check Book Register.

10. Verification of Classified Register.

11. Verification of Pay Bill Register.

12. Verification of GPF/CPF Register.

13. Verification of Dead Stock Register.

14. Verification of Stamp uses register.

15. Verification of Stationery Register.

16. To extend help in preparation of final accounts after completion of trial balance of the Diu Municipal Council, Diu, Verification of TDS deduction and its payment to the credit of Government also the issuance of relevant certificate for tax deducted at source.

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


19. Assessments of documents and financial projection feasibility reports.

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

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

22. Assisting/to help during C&AG Audit and preparation of reply of the queries issued by C&AG Auditors.

23. To advice regarding audit matters as and when asked by DMC management.

24. The scope of Internal Auditor will be reviewed by the DMC, Diu in consultation with the Internal Auditor from time to time.
25. 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

VI. Utilization Certificate as per Form 19-A of GFR 2017; duly tallied with the Income & Expenditure and expenditure on Fixed Asset during the financial year (which have been shown as capitalized) [Attach a statement showing the details of expenditure clubbed in the Utilization Certificate].

(VANDANA RAO)
Chief Officer,
Diu Municipal Council, Diu.