

Tender notification.

**HYDERABAD METROPOLITAN WATER SUPPLY
AND SEWERAGE BOARD**

6-2-915/1, Khairatabad,
Hyderabad -500004.

Dated: 02.08.2015

TENDER NOTICE

HMWSSB invites Tenders for engaging services of a Chartered Accountant, through a registered Chartered Accountants firm, to serve as full time Accounts Consultant in the Board for strengthening the Central Accounts Section in the Finance Wing.

HMWSSB is looking for the services of a dynamic & challenging Chartered Accountant to work as Consultant and lead a team of Officers & Assistants attached to the Central Accounts Section, initially for a period of 2-years. The Consultant is expected to develop a comprehensive Accounts Manual, adapted to the requirements of the Board & also should be able to handle all taxation matters.

The terms and conditions and other details have already been uploaded on the website of the Board (www.hyderabadwater.gov.in) The eligible Chartered Accountants firms shall submit the Bids in the office of the Director (Finance), 4th Floor, Admin Building, HMWSSB within 10 days from the date of publication i.e. on or before 12th August, 2015.

Qualifications:

1. The participating Chartered Accountants Firm shall have a minimum 5 (five) years standing.
2. The firm shall spare the services of one of its qualified Chartered Accountants, preferably having additional qualification of Cost Accountancy, with a minimum 8 (eight) years of post-qualification experience either in-service or from a practicing Chartered Accountant firm.
3. Age of the proposed CA shall not be more than 38 years.
4. Shall be well versed and conversant with up to date knowledge and exposure to Income Tax, Service Tax, VAT, Excise Duty etc., and facilitate filing of returns on behalf of the Board.
5. Shall have proven track of performance for improved systems management w.r.t. software technologies in the areas of Financial/Cost Accounting and
6. Shall serve the Board on full time basis for a period of two years initially.

Work Profile:

- ❖ To bring out comprehensive accounting manual, which should capture the expenditure on real time basis from each cost centre. Accounting manual should facilitate for booking the Revenue & Capital expenditure against the various assets, such as Electrical, Mechanical and civil etc.. Located at different geographical locations. The accounting manual should be completed in six months and fully operational in a period of one year from the date of assignment.
- ❖ to study the existing system being followed for recording, maintenance and consolidation of accounts,
- ❖ to see that accounting is to be on accrual basis, on regular basis.
- ❖ to scrupulously follow the statutory requirements in regard to preparation of annual accounts right from (i)preparing monthly trial balances, (ii)receipt & payment accounts, (iii)Income & Expenditure Statements & (iv)Balance Sheets at the end of each Financial year, & attend to statutory audit of CAG and other Audit necessities,
- ❖ Work related to filing of IT & Service Tax returns,
- ❖ to establish need based Costing systems, besides providing/updating Management Information System (MIS) & external reporting with upto date statistics,
- ❖ to prepare assets-management and capitalizing every asset of the Board with upto date values w.r.t. depreciation allowable,
- ❖ to maintain Investment Management Registers for Board's investments,
- ❖ to maintain consolidated Fixed Asset Register (FAR) containing location of the asset, identification No.date of purchase.
- ❖ to provide on-the-job training to Staff w.r.t. latest accounting packages,
- ❖ to critically examine outstanding Sundry Debtors/Creditors accounts,
- ❖ to check the DCB statement for all items with Opening Balance and to analyze reasons for abnormal/short realizations periodically.

Tendering Procedure:

- The Chartered Accountants firms, fulfilling the above conditions and willing to participate, shall sponsor a competent professional and submit comprehensive bid quoting the monthly financial compensation.

Self attested copies of the eligibility criteria shall also be enclosed.