

RIYA MANBHARI GREENS ASSOCIATION OF APARTMENT OWNERS

Regn no. : 009002025 of year 2025

Howrah - Amta Road, Opp. Jeevandeep Nursing Home, Howrah- 711409

E-mail: riyamanbharigreensofficial@gmail.com

Notice Inviting Quotation (NIQ)

On the basis of the decision taken by the General Body in its meeting dated 10.05.2026, the Riya Manbhari Greens Association of Apartment Owners invites sealed quotations from reputed and experienced Chartered Accountant (CA) firms for conducting

(1) **Pre Hand Over Audit of the accounts of the Developer** for the financial years **FY 2018- 19 to 2025-26**.

1. Scope of Work

The auditor is expected to perform the following :

- **Pre Handover Audit:** Conducting the audit of account of the developer for the Project Riya Manbhari Greens having transaction less than One Crore per FY for the **FY 2018-19 to 2025-26**
- **Verification:** Verification of Cash Book, Bank Pass Book/Statements, Vouchers, Receipt & Payments, Income & Expenditure account, and Balance Sheet.
- **Compliance:** Ensuring compliance with applicable tax laws (TDS, GST) and reporting on statutory dues.
- **Reporting:** Submitting the audited financial statements, Audit Report, and management letter to the committee Riya Manbhari Greens Association of Apartment Owners
- **Support:** Assisting the association in finalizing accounts and providing inputs for taking the handover of the project

2. Eligibility Criteria

- The applicant must be a practicing CA firm or a member of the Institute of Chartered Accountants of India (ICAI).
- The firm should have at least 3-5 years of experience in auditing housing societies, associations, or not-for-profit organizations.
- The firm should not have any pending litigation against it in any court of law or professional misconduct proceedings with ICAI.

3. Submission Details

Interested firms must submit their technical and financial bids separately or in one sealed envelope clearly marked "Quotation for Audit Services – Riya Manbhari Greens Association of Apartment Owners " to the address mentioned below:

- **Last Date of Submission:** 18.05.2026, 5.30 pm.
- **Address:** Officer of the Facility Manager, Riya Manbhari Greens, Opp. Jivandeep Nurshing Home, Howrah Amta Road, PIN-711409
- **E-mail (for queries):** riyamanbharigreensofficial@gmail.com

4. Structure of Quotation

The proposal should include:

- A. Technical Bid:** Profile of the firm, number of partners (if any), experience in housing sector, and list of clients.
- B. Financial Bid:** Total audit fee for the mentioned period not exceeding Rs. 60000/- (Rupees sixty thousand only. The Bid amount should include all taxes, TA/DA, and out-of-pocket expenses.

5. Opening of the Bids: 5.30 pm. 23.06.2026

6. Terms & Conditions

- The audit must be completed, and the report including UDIN submitted within one month from the date of issuance of Work Order.
- The association reserves the right to accept or reject any or all quotations without assigning any reason.
- The appointment shall be governed by the resolution passed in the General Body /BOM as the case may be.

For and on behalf of Riya Manbhari Greens Association of Apartment Owners



Sreerup Goswami
President, RMGAOAO

Memo: 34(8)/ RMGAOAO

Date: 11.05.2026

Copy forwarded for information and taking necessary action to:

1. Office Notice Board, Riya Manbhari Greens Association of Apartment Owners for information of all.
- 2-8) Notice Board, Block _____ (All).



Sreerup Goswami
President, RMGAOAO

Memo: 34(8)/ 1(314)/ RMGAOAO

Date: 11.05.2026

Copy forwarded for information to:

- 1-48) _____, Manager, Board of Managers, RMGAOAO
- 49-314) _____, Member, RMGAOAO



Sreerup Goswami
President, RMGAOAO