

Kolkata Uniworld City Apartment Owners Association

Notice inviting applications for Empanelment of Forensic Auditors

KUCAOA invites applications from interested Chartered Accountants / Chartered Accounting Firms/ Cost Accountants and Cost Accountant firms to act as Forensic Auditors for Empanelment at KUCAOA.

The applicants, who intend to participate in the empanelment process, may submit their application in the prescribed format latest by **December 20, 2025**. The application formats and other terms and conditions, can be downloaded from our website WWW.KUCAOA.in

Any further updates / Corrigendum / Addendum with regard to this advertisement, if any, shall be uploaded on our website portal www.kucaoa.in

**Senior Facility Manager
KUCAOA**

Place: Kolkata

Date: November 14, 2025

REQUEST FOR PROPOSAL (RFP)

FOR

EMPANELMENT OF FORENSIC AUDITORS IN KUCAOA

TO BE SUBMITTED ON OR BEFORE 5.00 P.M. ON DECEMBER 20, 2025

TO

SENIOR FACILITY MANAGER

KUCAOA

DOWNTOWN TOWER 2, UNIWORLD CITY

RAJARHAT ACTION AREA III

KOLKATA – 700160

Terms and Conditions for Empanelment of Forensic Auditors

1. Purpose

KUCAOA proposes to empanelment Forensic Auditors for the purpose of carrying out Forensic Audit of KUCAOA since inception till 31/03/2025.

2. Minimum Eligibility Criteria & Requisite Documentary Proof

The minimum eligibility criteria for the applicant are provided at **Annexure-A**. The documentary proof acceptable against each eligibility criteria are provided at **Annexure-B**.

3. Application Submission Guidelines

The application shall be submitted in accordance with the following guidelines latest by 5.00 PM on 20.12.2025:

(i) One Applicant shall submit only a single application and cannot be a constituent to any other application.

(ii) The Application shall be complete with all technical and commercial details and necessary documents for Eligibility Criteria and Technical Evaluation as provided in **Annexure-C & D**. Noncompliance of the prescribed format may lead to rejection of the application.

(iii) The application shall be unconditional; otherwise, it would be liable for rejection.

(iv) The application should be complete with all enclosures duly signed by authorized signatory. All information/ details are required to be supported by authentic documents duly certified by the authorized signatory. Proof of the Authorized Signatory having the authority to sign the documents (Board Resolution/ Power of Attorney) must be enclosed.

(v) The Applicant shall also furnish an Undertaking as per **Annexure-F** as a part of their Proposal.

(vii) Applications shall be submitted in a sealed envelope titled 'Application for Empanelment as Forensic Auditors to The Senior Facility Manager (KUCAOA), Downtown Tower 2, Uniworld City, Rajarhat Action Area III, Kolkata 700 160.

Enclosed Annexures:

- Annexure A: Eligibility Criteria
- Annexure B: Guidelines for submission of Application
- Annexure C: Evaluation Criteria
- Annexure D: Application letter format for Empanelment as Forensic Auditor
- Annexure E: Scope of Work (ToR)
- Annexure F: Undertaking by Applicant

ANNEXURE-A: ELIGIBILITY CRITERIA

The Applicant must satisfy the following eligibility criteria for the services as per Terms of Reference (ToR), before submitting their proposals:

1. Criteria for empanelment

The Applicant shall be any one of the following:

- a. Practicing Chartered Accountants firm with minimum of 10 years' experience in undertaking audits of banks or insurance companies or public sector units or other Government Agencies
- b. Chartered Accountants firm should also have experience in undertaking forensic audit on behalf of Government Agencies / statutory bodies

2. Procedure for Empanelment

(i) The decision of empanelment of CA firms shall be taken by the Committee Appointed by Board of Managers on a comparative assessment of the applications received and if necessary, through an inter-action with the partner of the firm. The decision of Committee shall be binding on all concerned.

(ii) The Committee reserves the right to accept or reject any or all the applications without assigning any reason.

3. Disqualification

The Chartered Accountant firm is not eligible for empanelment if the firm or any partner of the firm in discharge of his / her work has been debarred by ICAI or been disqualified by any other regulatory authority / Court.

ANNEXURE B: GUIDELINES FOR SUBMISSION OF APPLICATION

The application shall be submitted in accordance with the following guidelines:

(i) One Applicant shall submit only a single application and cannot be a constituent to any other application.

(ii) The application shall be complete with all technical and commercial details and necessary documents for Eligibility Criteria and Technical Evaluation. The Technical Proposal shall include, but not be limited to, the information as given below:

a. Applicant's Profile (particulars of constitution, ownership, main business activities, registration details, size, existence and geographical presence including number of offices and infrastructure, human resources, experience etc). Certificate of Registration of Bidder or any equivalent documents should be attached.

b. financial soundness of the Applicant [Gross Fees for the last 3 (three) years]. This should be supported by enclosing the Audited Financial Statement (AFS) for the last 3 (three) years including FY 2024-25.

c. Details of experience of the Applicant in conducting forensic audit / related to assignments like the proposed assignment/ job as per ToR for last 2 (two) years should be given. The above information should be supported by providing description of assignments including client name, job title, scope of services, date of assignment award and completion, deal size and other key details. Satisfactory completion certificates from clients should be furnished as proof of completion of assignments.

d. In case completion certificates is not available, Engagement Letter/ Letter of Award for the assignment(s), along with an affidavit/ undertaking from the Applicant (signed by the authorized signatory), confirming that the total fee contracted for the assignment(s) mentioned in the affidavit/ undertaking, has been received by the Applicant, be furnished.

e. Details of the proposed deal team/ key consulting resources rank-wise names, qualifications, experience, locations of team members, curriculum vitae (CV) and their other credentials in the work area as per ToR. Rank-wise details of the team, CVs of team leader and other team members along with number of relevant assignments completed, date-wise, by them should be enclosed.

f. Details of pending litigation(s) and contingent liabilities, if any, that could affect the performance of the Applicant under the mandate, as also the details of any past conviction and pending litigation(s) against sponsors/ partners of the Applicant, and any area of possible conflict of interest.

g. A Declaration on the Letter Head of the Applicant that the Applicant has not been debarred or blacklisted by anybody and no adverse orders have been passed against the applicant by any court of law /regulatory/statutory authority or body.

h. A Declaration on the Letter Head of the Applicant that the Applicant is not related to Board of Mangers/ Office Bearers/Employees of KUCAOA.

i. Any other details/ information considered relevant.

(iii) The application shall be unconditional; otherwise, it would be liable for rejection.

(iv) The application should be complete with all enclosures duly signed by authorized signatory. All information/ details are required to be supported by authentic documents duly certified by the authorized signatory. Proof of the Authorized Signatory having the authority to sign the documents (Board Resolution/ Power of Attorney) must be enclosed.

(v) The Applicant shall also furnish an Undertaking as per **Annexure F** as a part of their Proposal.

ANNEXURE C: EVALUATION CRITERIA

The successful applicant shall be selected based on evaluation criteria, sub-criteria and points system as given below:

Sl. No.	Evaluation Criteria	Maximum Score	Supporting Documents
1. Size of Consulting Business of Applicant (20)			
1.1	Average Annual Turnover of the applicant from audit assignments including forensic, internal, statutory, stock, etc. <ul style="list-style-type: none"> • < Rs 10 crore (10 points) • > Rs 10 Cr (20 points) 	20	Audited Financial Statements for 3 years including FY 2025-26. All the technical evaluation to be certified by a practicing CA / CA firm and duly supported with documentary evidence.
2. Relevant Experience of the Applicant (60)			
2.1	Experience in forensic audit or similar assignments	60	Description of assignments including client name, job title, scope of services, date of assignment award and completion, deal size and other key details. Documentary evidence should be duly submitted.
3. Experience in Forensic Audit (20)			
3.1	Number of Forensic Audit assignments undertaken <ul style="list-style-type: none"> ☐ 00 to 02 (02 points) ☐ 03 to 05 (05 points) ☐ >05 (10 points) 	10	-do-
3.2	Experience of Forensic Audit of Apartment Owners Association	10	-do-
Total		100	

The minimum qualification score eligible for empanelment of the applicant is minimum of **60** points under Evaluation procedure.

ANNEXURE-D: APPLICATION LETTER FORMAT FOR EMPANELMENT AS FORENSIC AUDITOR
(To be submitted on the Applicant's Letter Head)

To
The Senior Facility Manager
KUCAOA
Downtown Tower 2, Uniworld City
Rajarhat Action Area III
Kolkata 700160

1. General Information

S No	Particulars	Details (Enclose Supporting Documents, wherever required)		
1)	Name of Applicant			
2)	Constitution of Applicant			
3)	Date of Incorporation			
4)	Office Address			
5)	Telephone			
6)	Email-id			
7)	PAN TAN GSTIN			
8)	General Profile of the Applicant detailing DISA/CISA/FAFD Certification			
9)	List of Financial Institutions/Banks with which the Applicant is already empanelled	Name of Bank/FI	Date of Empanelment Letter	Period of Empanelment

(If Required Separate Sheet May Be Used As Enclosure for providing the details for any above columns)

DATE:

PLACE:

SIGNATURE OF THE APPLICANT

(To be signed by the individual/ authorized signatory of the firm/ company)

ANNEXURE-E: SCOPE OF WORK (ToR)

Scope: Forensic Audit

The following Terms of Reference (ToR) / Scope of Work is only indicative and actual scope of work shall be crystallized depending upon the objective of the forensic audit :-

1. Examination of Financial Records:

- Review of Income and Expenditure: Verify collections (e.g., CAM Charges & Utility Charges) and expenses (e.g., utilities, security, maintenance) for accuracy and legitimacy.
- Bank Account Analysis: Reconcile bank statements with ledgers to detect unauthorized transactions or discrepancies.
- Vendor and Contract Scrutiny: Examine vendor payments for inflated invoices, fictitious vendors, or kickbacks, including verifying vendor legitimacy.
- Asset Verification: Check fixed assets (e.g., community equipment, furniture) and ensure no misappropriation or unrecorded disposals.

3. Investigation of Fraud and Misconduct:

- Fraud Detection: Look for red flags like conflicts of interest (e.g., committee members favouring related vendors), bribery, or extortion. Expenditure incurred without BOM approval. Flagging cases where L1 was not chosen without adequate explanation. Vendor evaluation and quality control. Stores management and stocking process. Variations and action.
- Asset Misappropriation: Investigate misuse of KUCAOA funds, such as personal use of community money or unapproved expenses.
- Financial Statement Fraud: Check for manipulation in financial reports, like understating liabilities or overstating income, to mislead members.
- Data Analytics: Use analytical tools to identify unusual patterns in transactions, such as irregular payment trends.

4. Internal Control Evaluation:

- Control Assessment: Review KUCAOA's financial controls, such as approval processes for expenses, segregation of duties, or access to bank accounts.
- Testing Controls: Test for vulnerabilities, e.g., whether a single person controls both collections and disbursements, increasing fraud risk.
- Recommendations*: Suggest improvements, regular audits, to prevent future issues.

5. Evidence Collection and Documentation:

- Substantive Procedures: Perform reconciliations, document reviews, and third-party confirmations (e.g., with banks or vendors).

- Interviews: Conduct interviews with Facility Back Office Team, committee members, or vendors to gather insights on financial practices.

- Evidence Preservation: Ensure documents and digital records are securely handled to maintain integrity for potential legal use.

6. Reporting:

- Detailed Report: Prepare a comprehensive report summarizing findings, including evidence of fraud, financial losses, and responsible parties, if any.

- Recommendations: Provide actionable suggestions to strengthen governance, such as transparent budgeting or regular financial disclosures to members.

- Court-Ready Evidence: Ensure findings are admissible in legal proceedings if the KUCAOA pursues litigation.

7. Court and Litigation Support (if required):

- Act as an expert witness to explain findings in court, simplifying complex financial issues for non-experts.

- Assist legal teams with evidence presentation or damage quantification if fraud leads to legal action.

8. Compliance and Regulatory Review:

- Ensure compliance with local laws, such as the West Bengal Apartment Owners Association Act and KUCAOA bylaws.

- Verify adherence to tax regulations (e.g., GST on certain services) and proper reporting to authorities.

9. Fraud Prevention and Training:

- Recommend fraud prevention measures, such as regular financial reviews or member oversight committees.

- Train Board members on best practices for financial transparency and accountability.

ANNEXURE-F: UNDERTAKING BY APPLICANTS

I/we hereby apply for empanelment as Forensic Auditor for the purpose of carrying out forensic audit of KUCAOA and declare that:

1. I/We declare that the particulars furnished above are true to the best of my/our knowledge and belief, and any incorrect information furnished may lead to cancellation of my/our application for empanelment with KUCAOA.
2. I/We understand and accept that empanelment shall be at the discretion of KUCAOA as per its requirement and KUCAOA has a right to reject our application without assigning any reasons, therefore.
3. I/We shall submit the reports with correct and full information and without negligence.
4. If my/our application for empanelment in KUCAOA is considered favourably, I/we shall abide by all the terms & conditions stated herein as well as other terms & conditions prescribed by KUCAOA from time to time.
5. I/We understand that Empanelment as such does not guarantee award of assignments by KUCAOA.
6. I/We understand that Entrustment of assignments is subject to periodical review by KUCAOA.
7. I/We understand that KUCAOA reserves the right to delete/cancel the empanelment/stop awarding future assignments without prior notice or assigning any reasons whatsoever.
8. The Assignment shall be completed based on accepted principles as also the criteria/terms of reference specified by KUCAOA from time to time.
9. I/We shall maintain secrecy of the business allotted by KUCAOA.
10. I/We shall not enter any financial transaction with KUCAOA's borrowers to the detriment of KUCAOA's interest.
11. Under no circumstances, I/we shall use the name or logo of KUCAOA in our correspondence with other clients.
12. If any wrong certification is detected, I/We hereby consent that KUCAOA may take steps as deemed fit.
13. I/We undertake to keep KUCAOA informed of any events or happenings which would make me ineligible for empanelment as a Forensic Auditor.
14. I/We have not concealed or suppressed any material information, facts and record and I have made a complete and full disclosure.
15. I/We shall strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".
16. I/We am/are a citizen/incorporated/registered in India.
17. I/We have not been convicted of any offence and sentenced to a term of imprisonment.
18. I/We have not been found guilty of misconduct in professional capacity.
19. I/We am/are not an undischarged insolvent; and
20. I/We have not been convicted of an offence connected with any proceeding under the Income Tax Act 1961, Wealth Tax Act 1957 or Gift Tax Act 1958.

DATE:

PLACE:

SIGNATURE OF THE APPLICANT

(To be signed by the individual/ authorized signatory of the firm)