

LANCO HILLS RESIDENTIAL OWNERS WELFARE ASSOCIATION

REQUEST FOR PROPOSAL (RFP)

Engagement of External Professional Advisor / Chartered Accountant Firm For Finance, Accounts, Taxation, Internal Controls & MIS Advisory and Handholding Services

RFP Reference	LHROWS/RFP/AUDIT/2026/02
Release Date	7th October 2026
Issuing Authority	LHROWS Management Committee
Selection Method	QCBS - 70:30 Weightage
Contract Period	Initial period of one year

NOTICE INVITING TENDERS

LHROWS invites Technical and Financial Proposals from eligible Chartered Accountant firms holding a valid Certificate of Practice for appointment as External Professional Advisor for FY 2026-27. The scope covers financial statements, statutory reporting, and compliance verification across 12 operating towers, approximately 1,500 residential units, gross annual receipts of approximately ₹20 Crores, and Fixed Deposits of approximately ₹19 Crores.

Key Legal Note: LHROWS is transitioning from the Telangana Societies Registration Act, 2001 to the Telangana Mutually Aided Co-operative Societies Act, 1995 (TMACS Act). Audit shall be executed under Section 27 of the TMACS Act read with Section 50 of the Telangana Co-operative Societies Act.

The Management Committee
Lanco Hills Residential Owners Welfare Association (LHROWS)

Section 1: Disclaimer & Reservation of Rights

This Request for Proposal (RFP) is issued by Lanco Hills Residential Owners Welfare Society (LHROWS) to solicit competitive technical and financial proposals from eligible Chartered Accountant (CA) Firms or individual CA practitioners.

This RFP is not an agreement or an offer by LHROWS to prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information to assist in the formulation of their proposals.

LHROWS reserves the right to:

- Accept or reject any or all proposals received without assigning any reason.
- Seek additional information, clarification, or revised proposals from any bidder.
- Negotiate and modify the final scope of work, commercial terms, and conditions prior to contract award.
- Cancel, amend, or withdraw the entire RFP process at any stage without incurring any liability.

Section 2: Background & Overview

Lanco Hills Residential Owners Welfare Association (LHROWS) is a high-rise residential welfare association responsible for the administration, operational management, and financial governance of common facilities, services, and infrastructure of the residential community.

Key Operational Parameters

- **Scale & Infrastructure:** Spread across approximately 17 acres, comprising 12 operating towers with nearly 1,500 residential units.
- **Vendor & AMC Framework:** Approximately 25 active Annual Maintenance Contracts (AMCs) and service

agreements covering property management, elevator maintenance, safety & security, housekeeping, horticulture, etc.

- Critical Asset Base: Infrastructure assets including high-speed elevators, Diesel Generator (DG) sets, Sewage Treatment Plant (STP), Piped Gas supply systems, common lighting, and security systems.
- Financial Scale: Gross Annual Receipts: ~₹20 Crores | Fixed Deposits / Treasury Corpus: ~₹19 Crores.

Considering the operational complexity and financial scale of the community, the Management Committee (MC) of LHROWS proposes to strengthen its accounting framework, financial reporting, direct and indirect tax compliances, internal financial controls (IFC), and management reporting systems.

Section 3: Objectives of the Engagement

LHROWS intends to appoint an experienced CA Firm / Professional Advisory Firm to provide high-level professional guidance, periodic review, deficit identification, corrective recommendations, and handholding support to the Society's internal accounts team.

Primary Objectives

- Establishing a robust, transparent, timely, and professionally managed finance and accounting framework.
- Enhancing the quality, accuracy, and timeliness of monthly and annual financial statements and disclosures.
- Ensuring full compliance under direct and indirect tax laws and local statutory regulations.
- Instituting rigorous control systems for Fixed Assets, Stores/Inventory, Treasury/Investments, and financial records.
- Assisting the MC in embedding a disciplined financial management and budgetary framework.
- Facilitating capacity building and skill enhancement of the internal accounting team to create a self-sustaining internal finance unit.

Important Clarifications on Nature of Engagement

- Advisory & Supervisory Role: The engagement is strictly for advisory, review, supervision, guidance, and handholding. The selected firm will not take over day-to-day bookkeeping, which remains the sole responsibility of LHROWS' internal accounting team.
- Not a Statutory Audit: This engagement shall not be construed as the appointment of a Statutory Auditor. The appointed advisor shall not certify or audit the annual financial statements of the Society under this contract.

Section 4: Detailed Terms of Reference (TOR) / Scope of Work

The selected Professional Advisor / Firm shall execute the following detailed scope across functional areas:

1. Accounting Systems, Policies & Closing Procedures

- System Review: Review existing accounting systems, Chart of Accounts (CoA), and accounting software; recommend system enhancements and module optimizations.
- Policy Formulation: Review and, where lacking, guide the internal team in formulating standardized Accounting Policies and Operating Procedures.
- Transaction Control: Review workflows relating to collections/receipts, payments, procurements, and operational expenditures.
- Period-End Closing Support: Review, guide, and oversee monthly and annual financial closing procedures, including Receipts & Payments Account, Income & Expenditure Account, Balance Sheet, BRS, Aging Analysis of Receivables/Payables, Outstanding Liability (OSL) and Provisions, Advances/Deposits, Investment & Fixed Assets schedules, and Year-end Inventory valuation.

2. Internal Financial Controls (IFC) Framework

Identify, bring to the notice of the MC, and assist in rectifying significant control deficiencies in:

- Authority-Responsibility Matrix & Delegation of Financial Powers
- Expenditure Approvals, Purchase-to-Pay (P2P) cycles, and Invoice Verification controls
- Maker-Checker mechanisms for all financial transactions
- Collection and Receipt controls, including cash handling protocols
- Vendor Onboarding and Contract Management controls
- Budgetary Control mechanisms and variance analysis

- Safeguarding and physical/book control over Fixed Assets, Stores, and Treasury

3. Taxation & Statutory Compliance

Formulate and maintain a comprehensive Statutory Compliance Calendar:

- TDS / TCS: Guidance on applicable rates, deduction, timely deposit, and quarterly statement filings.
- Income Tax: Guidance on advance tax, quarterly filings, annual tax returns, and quarterly reconciliation of TDS accounted for in books with Form 26AS.
- GST Compliance: Assistance in GSTR-1, GSTR-3B filings, Input Tax Credit (ITC) reconciliation with GSTR-2B, Reverse Charge Mechanism (RCM) applicability, and Annual Return (GSTR-9) preparation.

4. Fixed Assets Accounting & Governance

- Establish protocols for periodic physical verification and reconciliation with the Asset Register/Books.
- Maintain comprehensive records: Asset Description, Unique Tagging, Location, Supplier, Acquisition Date, Cost, Additions, Depreciation, Carrying Value, and Useful Life.
- Draft and implement a standardized Asset Capitalization Policy.

5. Stores & Inventory Accounting

- Establish procedures for receipt, inspection, and formal acceptance of materials.
- Review Stores Ledger, Material Requisitions, Consumption Accounting, and Closing Stock Valuation methods.
- Establish protocols for identifying slow-moving, non-moving, and obsolete inventory items.
- Guide periodic physical verification, reconciliation, and authorization procedures for write-offs/disposals.

6. Treasury, Fixed Deposits & Investment Management

- Review and maintain the Investment Register detailing Investment Date, Principal, Institution/Bank, Interest Rate, and Maturity Date.
- Oversee interest income accrual, balance confirmations, and monitoring of maturing FDs.
- Track and report monthly movements in bank FD interest rates and institute daily fund position reporting.

7. Receivables & Payables Management

Review and highlight material or unusually aged balances:

- Member & Flat-wise Maintenance Receivables with aging breakdown
- Non-member receivables and commercial space/tenant dues
- Vendor-wise and Invoice-wise Payables with aging analysis and disputed amounts

8. Periodic Reporting Deliverables

The advisor shall submit a comprehensive Periodic Professional Review Report to the MC covering accounting observations, IFC deficiencies, statutory compliance status, BRS/FD issues, receivables/payables action points, asset/stores findings, and corrective action plans. Urgent/critical control failures must be reported immediately.

Section 5: Eligibility Criteria

#	Eligibility Parameter	Minimum Requirement	Supporting Document Required
1	Registration	Registered with ICAI with active Certificate of Practice (CoP)	Copy of ICAI Firm Registration Certificate & Partner CoP
2	Standing	Minimum 10 years of continuous professional practice	ICAI Firm Constitution Certificate / CoP proof
3	Domain Expertise	Substantial experience in Direct/Indirect Tax, IFC, and Financial Advisory	Firm Profile & Summary of relevant engagements
4	Software Competency	Proven working knowledge of relevant accounting and ERP software	Self-declaration listing software expertise
5	Local Presence	Capability to provide prompt on-site support at Lanco Hills, Hyderabad	Local office address proof & commitment letter
6	Conflict of Interest	No existing conflict of interest with LHROWS or its service providers	Formal Undertaking / Self-Declaration

Section 6: Instructions to Bidders & Submission Requirements

1. Technical Proposal Submission Requirements

- Firm Profile, Partner/Proprietor profiles, contact details, PAN, and GSTIN.
- Details of lead Partner/Proprietor who will take overall responsibility.
- Profile of key personnel and deployment structure proposed for LHROWS.
- Evidence of 10+ years in practice and qualifications of the execution team.
- Relevant client list (large gated communities, RWAs, or institutional clients).
- Minimum two professional references (Name, Designation, Contact No., Email).
- Statement of proposed frequency of physical visits to LHROWS campus and protocol for urgent on-call attendance.

2. Submission Method & Contact Address

Proposals must be submitted in a sealed envelope marked "RFP - External Financial Advisor for LHROWS".

Addressed To:

The Management Committee, Lanco Hills Residential Owners Welfare Association (LHROWS)

LHROWS Office - 17 LH - B1, Lanco Hills, Manikonda, Hyderabad, Telangana - 500089

Email for queries: acquisition@lhrows.org | Phone: +91 63099 31888

Section 7: Evaluation Methodology (QCBS 70:30)

Proposals will be evaluated based on the Quality and Cost Based Selection (QCBS) framework with a 70:30 weightage between Technical and Financial criteria.

Total Score = Technical Score (out of 70) + Financial Score (out of 30)

1. Technical Evaluation Criteria (70 Marks Total)

#	Technical Parameter	Max Weightage
1	Qualifications and Overall Experience of the Firm / Lead Partner	15 Marks
2	Experience in Accounting, Direct/Indirect Taxation, and Statutory Compliance	15 Marks
3	Understanding of RWA/Gated Community Operational Requirements & Challenges	10 Marks
4	Proposed Methodology, Review Approach, and Handholding Strategy	15 Marks
5	Qualifications and Experience of Team Personnel proposed to be deployed	5 Marks
6	Availability, Responsiveness, Local On-site Presence & Presentation / Interaction	10 Marks
	TOTAL TECHNICAL SCORE	70 Marks

Technical Threshold: Bidders must secure a minimum of 50 marks out of 70 in Technical Evaluation to qualify for Financial Bid opening. Bids scoring below 50 marks will be rejected.

2. Financial Evaluation (30 Marks Total)

The lowest valid commercial bid (Fmin) receives 30 marks. Financial scores for other qualified bidders (F) are calculated as:

Financial Score = (Fmin / F) × 30

Section 8: Commercial Proposal Format

Bidders must submit their commercial offer strictly in the format below:

#	Component / Fee Head	Fee Amount (₹) (Excl. GST)	Remarks / Scope Coverage
1	One-time Diagnostic Review Fee (Initial Baseline Assessment)		
2	Monthly Professional Advisory & Handholding Fee (Per month rate)		
3	Quarterly Review Fee (if charged separately from monthly fee)		

4	Annual Financial Statements & Year-End Closing Support Fee		
5	Taxation & Compliance Support Fee (Direct & Indirect Tax Filings)		
6	On-site Visit Charges (if applicable outside regular schedule)		
A	Sub-Total Annual Cost (Excl. Taxes)		
B	Applicable GST (%)		
C	Total Annual Cost (Incl. GST)		

Section 9: Procurement Schedule & Contract Duration

1. Schedule of Procurement / Critical Dates

S.NO	MILESTONE EVENT	DATE & TIME / DETAILS
1	Publication of RFP Document	07th October 2026
2	Last Date for Pre-Bid Queries (via Email)	14th October 2026 05:00 PM
3	Pre-Bid Conference (Hybrid Mode)	17th October 2026 11 :00 AM at LHROWS Office
4	Issue of Clarifications / Addendum	21th October 2026
5	Last Date & Time for Bid Submission	30th October 2026 03:00 PM
6	Opening of Technical Bids	30th October 2026 04:00 PM
7	Technical Evaluation & Presentation by Bidders	04th November 2026 to 06th November 2026
8	Opening of Financial Bids (Qualified Bidders)	11th November 2026 03:00 PM
9	Issue of Letter of Intent (LoI)	18th November 2026
10	Approval in General Body Meeting (GBM)	As per Scheduled GBM Notice

2. Engagement Tenure

- Initial Contract Period: One (1) Year commencing from Effective Date.
- Extension: Contract may be renewed annually based on satisfactory performance assessment by the MC and mutual agreement on revised terms.

END OF RFP DOCUMENT