

**U.T. Administration of Dadra & Nagar Haveli and Daman & Diu**  
**Daman & Diu e-Governance Society**  
**Office of the Director (IT)**  
**Fort area, Moti Daman, Daman**

FTS No. 35831/201

Date: 09/11/2022

**QUOTATION NOTICE**

The Director (Information Technology) / Member Secretary, Dadra and Nagar Haveli and Daman and Diu e-Governance Society, Daman invites sealed quotations from Chartered Accountant for auditing of the Books of Accounts of the society as prescribed below for the financial year 2020-21, 2021-22 & 2022-23 for Daman & Diu e-Governance Society (DDeGS) and the financial year 2021-22 & 2022-23 for Dadra Nagar Haveli e-Governance Society (DNHeGS) and e-district e-Governance Society (eDeGS). All Chartered Accountant Firm are requested to quote the audit fees in a sealed cover. The sealed covers are to reach the undersigned on or before 24/11/2022 up to 12.00 p.m. to be registered post or courier service or by hand to the department.

The quotation along with terms and conditions can be downloaded from official website of Daman & Diu i.e. [www.daman.nic.in/](http://www.daman.nic.in/)

Quotation Name	Auditing of the Accounts of Daman & Diu and Dadra & Nagar Haveli e-Governance Society & e-District e-Governance Society
Last date of submission	24/11/2022 at 12.00 hours at Department of Information Technology, Vidyut Bhavan, 2 <sup>nd</sup> floor, Kachigam, Nani Daman.
Date of opening of Quotation	25/11/2022 at 16.00 hours at Department of Information Technology, Vidyut Bhavan, 2 <sup>nd</sup> floor, Kachigam, Nani Daman.

The scope of work for the appointment of Auditor shall be as follows:

Sr No.	Scope of work
1.	Audit for the FY 2020-21, 2021-22 & 2022-23 for DDeGS and FY 2021-22 & 2022-23 for DNHeGS and eDeGS
2.	Audit of all bank /cash receipts & payment vouchers
3.	Verification of Cash Book & Bank Book
4.	Verification of Bank Reconciliation
5.	Scrutiny of ledgers / sub-ledger accounts and Journal vouchers

6.	Depreciation accounting
7.	Guide and advice on implementation / adoption of accounting standards, guidelines and statutory changes and requirements
8.	Audit of all purchase orders/work orders and purchase procedure compliance.
9	Comment on Revenue and Capital Expenditure accounted for.
10.	Audit of quotations, tenders with comparative statement for works and supply.
11.	Audit of EMD / Security Deposit
12.	Compliance of Society Law and procedures and other applicable enactments statutorily required
13.	Audit of all records relating to salary and wages accounting system.
14.	Audit of all staff benefit payments, T.A. Bills, medical reimbursement, pay fixation, advance to staff,
15.	Audit of Income Tax vouchers deducted from salary pay bills.
16.	Checking of Attendance records and leaves records.
17.	Providing advisory to e-Governance Society for accurate accountancy
18.	Auditing must be done with the existing data available with the society in any format.
19.	Any other work of society as desired by the Member Secretary.

**GENERAL:-**

The Internal Auditor shall examine and report whether:

1. Proper approvals of Competent Authority are obtained for writing off of loss / wastage / shortage / debts.
2. Adherence to rules, procedures and provisions prescribed under the relevant laws, rules, requirements, guidelines and internal delegation of powers.
3. There is a regular reconciliation of accounts of debtors, creditors, contractors etc.
4. Profit & Loss Account and Balance Sheet prepared are in time as per the provisions of the relevant act and any amendments thereof, the accounting standards issued by the Institute of Chartered Accountants of India.
5. The prevailing systems of internal checks and controls are properly followed.

6. Suggestions should be made to strengthen the internal checks and controls if there are inadequacy and identifying any duplication of procedures / work of unnecessary paper work and suggest the steps to eliminate the same without compromising the safe practice.

7. Any other activity of audit which may require Internal Auditor's comments at the discretion of the DDeGS, DNHeGS and eDeGS

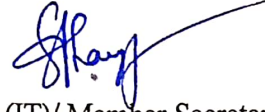
**3. Terms and Condition:**

- a) The quotation has to be sent in sealed cover superscribed with words "Quotation for Audit work of Accounts of DDeGS, DNHeGS & eDeGS"
- b) The rate should be inclusive of all taxes. TA/ DA will not be given to the Auditor.
- c) The quote should be for one financial year, which will remain same for next two years as well.
- d) DDeGS & DNHeGS are in process of merging and hence after the merger of the both societies i.e. DDeGS & DNHeGS the Chartered Account have to continue the work mentioned in scope of work for the New Society and do the necessary work required after merger. No additional amount will be paid for those additional work related to merging.

**4. Minimum Eligibility Criteria:**

- a) The attested copy of the valid registration of Chartered Accountant / C.A Firm has to be enclosed. (Copy of GST Registration and PAN to be enclosed)
- b) Quotation will be considered / accepted only if the vendor is a Income Tax / GST Tax Payer of the last three financial years (enclose copy of ITR / GST paid challan).
- c) The Chartered accountant must have minimum 05 years of experience of financial audit as a Chartered Accountant and shall be member of the Institute of Chartered Account of India, Evidence to be furnished.
- d) The sealed quotation should be reach the undersigned on or before \_\_\_\_\_ 2022 up to 12.00 p.m.
- e) The CA/Firm or any partner of the firm should not be blacklisted by any Government Departments, C&AG, PSUs or any other organization in respect of any assignment or behavior. The firm has to submit the No blacklisting certificate as per **Sub-Annexure-A-1**.

- f) The undersigned reserves the right to reject any or all the offers without assigning any reasons thereof
- g) The Chartered Accountant Firm hailing from outside the territory of DNH & DD should compulsorily have branch office nearby district at Valsad. (Proof must be attached).
- h) The Chartered Accountant should submit their turnover for the last three financial years.



Director (IT)/ Member Secretary  
DNHeGS/ DDeGS,

Copy to,

1. All head of offices, for kind information.
2. SIO, NIC, Daman with request to upload on official website of Daman.



**SUB-ANNEXURE: A-1**

Self – Declaration – No Blacklisting

(On the letter head of the Firm)

To,  
The Director (IT),  
2<sup>nd</sup> Floor, Old DIC Building  
Fort Area, Moti Daman – 396 220.

In response to the Quotation Notice for selecting Chartered Accountant for DDeGS & DNHeGS for the financial year 2020 – 23 and 2021 – 23 respectively. I/ We hereby declare that presently our Chartered Accountant (CA).....is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our CA firm..... is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signatures \_\_\_\_\_

Name \_\_\_\_\_

Seal of the CA Firm \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Annexure – IFormat for submitting the Audit Fees

Sr. No.	Name of the Society	Description	Amount (Rs.) Including GST
1	Dadra & Nagar Haveli e-Governance Society	Auditing the books of accounts for the FY 2021 – 22 of DNHeGS	
2	and e-district e-governance Society	Auditing the books of accounts for the FY 2022 – 23 of DNHeGS	
Sub Total (A)			
3	Daman & Diu e-Governance Society	Auditing the books of accounts for the FY 2020 – 21 of DDeGS	
4		Auditing the books of accounts for the FY 2021 – 22 of DDeGS	
5		Auditing the books of accounts for the FY 2022 – 23 of DDeGS	
Sub Total (B)			
Grand Total (A+B)			

## Note:

1. The rate should not be provided as a percentage figure but in absolute Indian Rupees.
2. Amount should be including of all taxes.
3. L1 will be selected on the basis of Grand Total Amount.