

**UT Administration of Daman & Diu,
Daman & Diu e-Governance Society,
Office of the Director (IT),
Collectorate Campus, Dholar,
Moti Daman.
Ph. No. 0260-2230003**

No. 01/IT/ DDeGS/ file no. 119/ 2019-20/13

Date: 01/05/2019

QUOTATION NOTICE

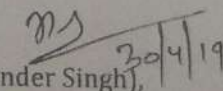
The Director (Information Technology)/ Member Secretary, Daman & Diu e-Governance Society, Daman invites sealed quotations for conducting audit of the Accounts of the Society as prescribed below for the financial year 2018-19. All C.A/bidders are requested to kindly quote the fees in a sealed cover. The sealed covers are to reach the undersigned on or before 10/05/2019 up to 12.00 p.m. by registered post or courier service.

The scope of work for the appointment of Financial Advisor/Auditor shall be as follows:-

Sr. no.	Scope of work
1.	To ensure that the accounting entries are made properly and correctly and certify to that effect on quarterly basis.
2.	To e-file promptly TDS every quarter and attend remarks if any for F. Y. 2019-20.
3.	Auditing for the period of 2018-19
4.	To finalize and file the quarterly return- for TAN/ Annual return - For PAN service at the end of the each year.
5.	Checking of each voucher and corresponding entry in ledger and cash book.
6.	Verification of TDS deduction and its payment to the credit of the Government also the issuance of relevant certificate for tax deduction at source for F. Y. 2019-20.
7.	Providing advisory to DDeGS for accurate accountancy and to follow legal work
8.	GST TDS return filling for F. Y. 2019-20 and other GST related work

3. Terms and Conditions:

- a. The quotation has to be sent in sealed cover superscripted with words " Quotation for Audit Work of Accounts of Daman & Diu e-Governance Society, Daman "
- b. The rate should be inclusive of all taxes. TA/DA will not be given to the Auditors.
- c. The quote should be for one financial year, which will remain same for next two years as well.
- d. The attested copy of registration of Chartered Accountant has to be enclosed.
- e. The Chartered Accountant must have minimum 5 years of experience of financial Audit as Chartered Accountant.
- f. The sealed quotation should reach the undersigned on or before 10/05/2019 up to 12.00 p.m.
- g. The undersigned reserves the right to reject any or all the offers without assigning any reasons thereof.


(Harminder Singh),
Director (IT)/Member Secretary
Daman.

Copy to:

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