

सघ प्रदेश दादरा एव नगर हवेली तथा दमण एव दीव प्रशासन,  
UT. ADMINISTRATION OF DADRA & NAGAR HAVELI AND DAMAN & DIU.

निदेशक का कार्यालय,  
OFFICE OF THE DIRECTOR,  
बाल भवन बोर्ड  
BAL BHAVAN BOARD,  
फुटबॉल ग्राउंड के पास,  
NEAR FOOTBALL GROUND,  
मोटी दमण - 396220  
MOTI DAMAN - 396 220  
E-mail - balbhavandaman@gmail.com  
Mob No +91 - 9427700933

No. BB/DMN/Audit/Quotation/2023-24/112

Dated:- 25/10/2023

### **QUOTATION FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM**

Bal Bhavan, Daman invites sealed quotation in prescribed format from the reputed Chartered Accountant Firms of C&AG empaneled for appointment of internal auditor of Bal Bhavan Board, Daman for the assessment years 2023-24 to 2025-26 in the context of Income Tax laws and other statutory laws.

The detailed notification containing the procedure for submission of quotation are available for inspection and perusal at the office of the Bal Bhavan Board, Daman.

#### **➤ TERMS & CONDITIONS**

1. The firm must be a registered firm and empaneled with C&AG.
2. The firm should have its office at Daman/Silvassa/Vapi/Valsad.
3. The chartered Accountant firm should have professional practice experience of minimum 5 (Five) years and should have work experience in Govt. undertaking/Autonomous bodies & Authorities of similar operational activities.
4. The Authority reserves the right to cancel any or all quotations without assigning any reason thereof.
5. All legal disputes, if any relating to the quotations and consequential action of the Authority are subject to jurisdiction of the court of law situated at Bal Bhavan Board, Daman only.
6. The quotation form and model agreement form are available in the official website [www.ddd.gov.in](http://www.ddd.gov.in).
7. Applications must be submitted in the prescribed format only as at **Annexure – A**.
8. The interested firms fulfilling the above eligibility criteria need to apply in sealed cover quoting the fees and period to be taken as per quotation format inclusive of all taxes and other charges along with their work experience.

9. The quotations must reach office of the Bal Bhavan Board, Daman by registered post/speed post/by hand delivery/by courier.
10. Price and period to be taken to complete the work should be quoted.
11. The last date of receipt of quotation is on or before **27/11/2023** by **05.00 p.m.**  
Quotations will be opened in the office of the Director, Bal Bhavan, Daman on **29/11/2023** by **11.00 a.m.**
12. Firms submitting quotations may be present in person or through authorized representative at the time of opening of the same.
13. The other information, if necessary are available in the O/o Director, Bal Bhavan Board, Daman.

**DOCUMENTS TO BE SUBMITTED IN THE ENVELOPE CONTAINING THE QUOTATION.**

COPY OF:

14. Proof of last three years Clearance of GST & I.T
15. Valid certificate relating to registration/empanelment of the firm with C&AG.
16. Experience certificates(S) in support of experience of the firm.



**Director  
Bal Bhavan Board,  
Daman.**

**ANNEXURE - A**

**QUOTATION FORMAT**

1. Name of the Firm :
2. Proprietors/persons authorized to  
Sue or to be sued with name (S) :  
  
Address (With Mail-id and phone No.) :

3. Registration details :  
(Please submit documentary proof)

4. GST No. :  
(Please submit documentary proof)

5. Previous work experience (Please submit documentary proof)

<b>Sr. No.</b>	<b>Name of the Organization</b>	<b>Length of Service</b>

6. Price quoted for execution of work & period to be taken.

Signature with Seal