

**Administration of
Dadra & Nagar Haveli and Daman & Diu - UT
Dadra and Nagar Haveli e-Governance Society
Department of Information Technology
Silvassa – 396230**

No. 02/IT/DDeGS/File No.119/218

Date: - 21/12/2023

QUOTATION NOTICE

The Member Secretary (DDeGS/DNHeGS)/ Director (Information Technology), DNH & DD invites sealed quotation for finalization of annual accounts in Tally ERP-9 book and preparation of Bank reconciliation of Dadra Nagar Haveli e-Governance Society (DNHeGS) and Daman and Diu e-Governance Society (DDeGS) for the Financial Year 2022-23 and 2023-24. All interested 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 26/12/ 2023 up to 12.00 P.M. by registered post or courier service or to be deposit in box kept in the office.

Quotation Name	Finalization of annual accounts in Tally ERP-9 book and preparation of Bank reconciliation of Dadra Nagar Haveli e-Governance Society (DNHeGS) and Daman and Diu e-Governance Society (DDeGS) for the Financial Year 2022-23 and 2023-24.
Last date of submission	26-12-2023 at 12:00 hours at Department of IT, Fourth Floor, Vidyut Bhavan, Moti Daman
Date for opening of Quotation	26-12-2023 at 15:00 hours at Department of IT, Fourth Floor, Vidyut Bhavan, Moti Daman

2. Terms and Condition:

- a) The quotation has to be sent in a sealed cover superscribed with words "finalization of annual accounts in Tally ERP-9 book and preparation of Bank reconciliation of Dadra Nagar Haveli e-Governance Society (DNHeGS) and Daman and Diu e-Governance Society (DDeGS)".
- b) The rate should be inclusive of all taxes. TA / DA will not be given to the Auditors.
- c) The quote should be bided as per the format mentioned in Annexure-!.

3. Minimum eligibility Criteria:

- a) The attested copy of the valid registration of Chartered Accountant has to be enclosed.
 - b) The Chartered Accountant must have minimum 10 years of experience of financial Audit as Chartered Accountant and shall be member the Institute of chartered Accountants of India, evidence to be furnished.
4. Any firm not satisfying minimum criteria (as per 3rd point (a. to b.) need not apply & their proposal will be summarily rejected.
 5. The sealed quotations should reach the undersigned on or before 26/12/2023 up to 12.00 PM.
 6. The undersigned reserves the right to reject any or all the offers without assigning any reason thereof.



Director (IT) / Member Secretary (DNHeGS/DDeGS)

Annexure-I

Sr No.	Particular	No. of entries	DNHeGS(Incl. all taxes)	DDeGS(Incl. all taxes)	Total (Incl. all taxes)
1.	Finalization of Annual Accounts in Tally ERP-9 and preparation of Bank reconciliation of "e-Governance Society" for F.Y. 2022-23	18129 Nos. (17629 of DNHeGS + 500 of DDeGS)			
2	Finalization of Annual Accounts in Tally ERP-9 and preparation of Bank reconciliation of "e-Governance Society" for F.Y. 2023-24	12673 Nos. (12173 of DNHeGS+ 500 of DDeGS)			
Total					



Director (IT) / Member Secretary (DNHeGS/ DDeGS)