

UT Administration of Dadra Nagar Haveli and Daman & Diu
Daman & Diu e Governance Society
Office of the Director (IT)
Fort area, Moti Daman, Daman

No.01/IT/DDeGS/File no.119/2021-22/173

Date: 08/10/2021

QUOTATION NOTICE

The Director (Information Technology) / Member Secretary, Daman & 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. All C.A. / bidders are requested to quote the audit fees in a sealed cover. The sealed covers are to reach the undersigned on or before 28/10/2021 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 download from official website of Daman & Diu i.e. www.daman.nic.in/

Quotation Name	Auditing of the Accounts of the Daman & Diu e-Governance Society
Last date of submission	<u>28/10/2021</u> at 12.00 hours at Department of IT, 2 nd floor, Behind Post Office, Fort Area, Moti Daman
Date of opening of Quotation	<u>28/10/2021</u> at 16.00 hours at Department of IT, 2 nd floor, Behind Post Office, Fort Area, Moti 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
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 leave records.
17.	Providing advisory to DDeGS for accurate accountancy

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

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"
- 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 hence after merger of the both society's 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 has to be enclosed
- b) 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.
- c) The sealed quotation should be reach the undersigned on or before 28/10/2021 up to 12.00 p.m.
- d) The undersigned reserves the right to reject any or all the offers without assigning any reasons thereof


Director (IT)/ Member Secretary
Daman & Diu e-Governance Society,
Daman

Copy to,

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