

Administration of
Dadra & Nagar Haveli - UT
Dadra and Nagar Haveli e-Governance Society
Silvassa – 396230
Ph. 0260-2640351

No.DNHeGS/04/Audit-V01/260

Dated: - 13/07/2018

QUOTATION NOTICE

The Director (Information Technology) / Member Secretary, Dadra & Nagar Haveli e-Governance Society, Silvassa invites sealed quotations for conduct of audit by Chartered Accountant for auditing of the Accounts of the Society as prescribed below for the financial year 2018-19. All C.A. firms / bidders are requested to kindly quote the fees in a sealed cover. The sealed covers should reach the undersigned on or before 13/07/2018 up to 12.00 p.m. by registered post or courier service or to be deposited in box kept in the office.

The quotation along with terms and conditions can be downloaded from official website of Dadra & Nagar Haveli i.e. www.dnh.nic.in

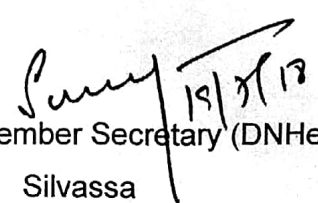
Quotation Name	For conduct of audit by Chartered Accountant for auditing of the Accounts of the Dadra & Nagar Haveli e-Governance Society
Last date of submission	<u>13-07-2018</u> at 12:00 hours at Department of IT, Room No. 207-208, Secretariat, Silvassa
Date for opening of Quotation	<u>13-07-2018</u> at 16:00 hours at Department of IT, Room No. 207-208, Secretariat, Silvassa

1. The scope of work for the appointment of Auditor / tax consultant shall be as follows:

Sr. No.	Scope of work
•	Audit for the FY 2018-19, FY 2019-20 & FY 2020-21
•	Filing quarterly TDS return
•	Filing yearly income tax return
•	Issue form-16, form-16A
•	Liaisoning with Income tax department and other taxation department on behalf of DNHeGS for the queries / notice raised by the department to avoid penalties.
•	Providing advisory to DNHeGS for accurate accountancy, preparation of TDS challans, timely payment of taxes and to follow legal work.
•	Any other legal liability if applies to DNHeGS during the contract period e.g. GST, PF etc.

2. Terms and Condition:

- a) The quotation has to be sent in a sealed cover superscribed with words "Quotation for Audit work of Accounts of DNHeGS"
- b) Any penalty imposed by the Income Tax or any other authority due to non compliance/non filling timely return will be borne by the CA/Tax consultant.
- c) The rate should be inclusive of all taxes. TA / DA will not be given to the Auditors.
- d) The quote should be for one financial year, which will remain same for next two years as well i.e. FY 2019-20 & FY 2020-21
- e) The attested copy of the valid registration of Chartered Accountant has to be enclosed.
- f) The Chartered Accountant must have minimum 5 years of experience of financial Audit as Chartered Accountant and shall be member the Institute of chartered Accountants of India, evidence to be furnished.
- g) The CA should have a branch office in one of the following locations:-
 - Dadra & Nagar Haveli
 - Daman
 - Vapi
- h) Any firm not satisfying minimum criteria need not apply & their proposal will be summarily rejected.
- i) Turnover of the firm (Average of last three years i.e. 2015-16, 2016-17 & 2017-18) should be minimum Rs.20,00,000.00 (Rupees Twenty Lac Only).
- j) The sealed quotations should reach the undersigned on or before 13 / 08 / 2018 up to 12.00 pm.
- k) The undersigned reserves the right to reject any or all the offers without assigning any reason thereof.


Director (IT) / Member Secretary (DNHeGS)
Silvassa