

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/ 2013-14/93

Date: 22/07/2013

QUOTATION NOTICE

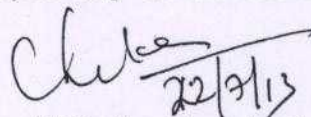
The Director (Information Technology)/ Member Secretary, Daman & Diu e-Governance Society, Daman invites sealed quotation for conducted audit by Chartered Accountant for auditing of the Account of the Society as prescribed below for the financial year 2008-09 to 2012-13. All C.A./bidders are requested to kindly quote the fees in a sealed cover. The sealed covers are to reach the undersigned on or before 08/08/2013 up to 12.00 p.m. be registered post or courier service or to be deposit in box kept in the office.

1. 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 correctedly and certify to that effect on quarterly basis.
2.	To e-file promptly TDS every quarter and attend remarks if any.
3.	Auditing for the years of 2008-09 2012-13.
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.
7.	Providing advisory to DDeGS for accurate accountancy and to follow legal work

2. Terms and Condition:

- The quotation has to be sent in sealed cover super scribed with words "Quotation for Audit Work of Accounts of Daman & Diu e-Governance Society, Daman "The rate should be inclusive of all taxes. TA/DA will not be given to the Auditors.
- The quote should be for one financial year, which will remain same for last two years as well.
- The attested copy of registration of Chartered Accountant has to be enclosed.
- The Charted Accountant must have minimum 5 year of experience of financial Audit as Charted Accountant.
- The sealed quotation should reach to the undersigned on or before 08/08/2013 up to 12.00 p.m.
- The undersigned reserves the right to reject any or all the offers without assigning any reasons thereof.


(K. S. Chandrasekar),
Director (IT)/ Member Secretary,
Daman & Diu e-Governance Society,
Daman.

Copy to: