

U.T. Administration of Dadra & Nagar Haveli and Daman & Diu
O/o the Child Protection Society of Daman & Diu
Child Protection Services,
D1/4, Govt. Qrtrs, Nr. Lekha Bhawan, Dholar, Moti Daman.
Email: icpsswd@gmail.com Ph: 0260-2230085

No. SW/ICPS/DMN/2020-21/155

Date: 29/11/2020

QUOTATION FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM

Child Protection Society of UT of Daman & Diu and UT Child Protection Society, Dadra & Nagar Haveli invites sealed quotation in prescribed format from the reputed Chartered Accountant Firms of C&AG empanelled separately i.e. (1) appointment of Internal Auditor & (02) appointment of Statutory Auditor for Child Protection Society of UT of Daman & Diu and UT Child Protection Society, Dadra & Nagar Haveli for the Financial years 2018-19 to 2019-20 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 Child Protection Society of UT of Daman & Diu and also is available in the official website www.daman.nic.in. Interested firms may download the notification from the above website.

➤ **TERMS & CONDITIONS**

1. The firm must be a registered firm and empanelled with C&AG.
2. The chartered Accountant firm should have professional practice experience of minimum 5 (Five) years and also should have work experience in Govt. undertaking/Autonomous bodies & Authorities of similar operational activities.
3. The selected firm will enter into an agreement with Deputy Secretary (SW & WCD) / Member Secretary of both the Child Protection Societies of DNH & DD in the draft format enclosed at **Annexure – B**.
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 subjected to under the jurisdiction of the Court of law situated at Daman District .
6. The quotation form and model agreement form are available in the official website www.daman.nic.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 address of the Child Protection Society of UT of Daman & Diu i.e. D-1/4, Govt. Qtrs, Near Lekha Bhawan, Dholar, Moti 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 15/12/2020 by **03.00 p.m.**
Quotations will be opened in the office of the Child Protection Society of UT of Daman & Diu on 16/12/2020 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 the Child Protection Society of UT of Daman & Diu, Daman.
14. Firms desirous to inspect the relevant papers may do the same upon prior appointment during the working hours on all working days before 15/12/2020.
15. The validity of the Professional Services i.e. for Internal & Statutory Audit may be extended up to 02 Years of both the Child Protection Societies of UT of Dadra & Nagar Haveli & Daman & Diu. As per the same rate and Terms & Conditions.

DOCUMENTS TO BE SUBMITTED IN THE ENVELOPE CONTAINING THE QUOTATION.

COPY OF:

16. Proof of Up To Date Clearance of GST & I.T
17. Valid certificate relating to registration/empanelment of the firm with C&AG.
18. Experience certificates(S) in support of experience of the firm.



—Deputy Secretary (SW & WCD)
DNH & DD

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. Previous work experience (Please submit documentary proof)

SI No.	Name of the Organization	Length of Service

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

Sr. No	Particulars	Amount Per Year (Including all Taxes)
01.	Price quoted for Internal Audit /Statutory Audit for Child Protection Society of UT of Daman & Diu (Per Year) Including all Taxes	
02.	Price quoted for Internal Audit /Statutory Audit for UT Child Protection Society, Dadra & Nagar Haveli (Per Year) Including all Taxes	

***Note:**

Please provide separate sealed Cover of quotation for Internal Audit and Statutory Audit.

Signature with Seal

ANNEXURE – B

AGREEMENT

This Agreement is made on this _____ day of 2020 between the _____ of Daman represented by the Child Protection Society of UT of Daman & Diu and UT Child Protection Society, Dadra & Nagar Haveli, here-in-after referred to as the "Authority" which expression shall, where the context so requires or admits also include its successors or assignees of the one party.

AND

M/s _____
_____ (Name and Address of the Chartered Accountant Firm) represented by Mr./Mrs. _____ Chartered Accountant, here-in-after Called the "Chartered Accountant Firm", its successors or assignees of the other party.

Whereas the "Authority" desires that the services of the Chartered Accountant Firm is required in the office under its administrative control for the purpose of appointment of Internal Auditor / Statutory Auditor for the Financial years 2018-19 to 2019-20 in the context of income tax laws and other statutory laws.

And whereas the chartered accountant firm offered its willingness to the same in conformity with the provisions of the agreement.

And where as the Authority has finalized the rates as per the terms and conditions of the agreement to the Chartered Accountant firm as mentioned hereunder.

TERMS & CONDITIONS OF THE AGREEMENT

1. The selected firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
2. In case any of such documents furnished by the firm is found to be false at any stage, it would be deemed to be a breach of terms of agreement making it liable for legal action against the firm along with termination of the Agreement.

3. The Authority reserves the right to terminate the Agreement at any time after giving 15 days notice to the Chartered Accountant Firm without assigning any reasons thereof. 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 Daman District.
4. The data entered in to the computer shall not be taken outside under any circumstances by the Chartered Accountant Firm, so far as the Secrecy of the official business is concerned. If it comes to the notice of the Authority at any stage, the Chartered Accountant Firm shall be liable for the criminal action as well as other civil action for such offences. Decision of the Authority as deemed proper is final on this aspect.
5. All official assets/record/documents/instruments should be handled by the personnel with due care. In case of any damage/loss caused to the assets/records/documents/instruments of the Authority, it is the responsibility of the second party to bear the cost of damages/replacement.
6. In case the Chartered Accountant Firm discontinues /leaves the work any time during the contract period it will forfeit all the due/fees shall be barred from any assignment in future.
7. Payment will be made to the Chartered Accountant firm after full completion of the work and submission of bill.
8. The selected firm should commence the work within 15 (Fifteen) days of receipt of the order and complete the same within the period specified.

Now this agreement witness as below.

9. That in consideration of the payment to be made by the Authority to the Chartered Accountant Firm the Chartered Accountant Firm hereby agrees with the Authority to provide the required service in conformity with the provisions of the term and conditions.
10. That the "Authority hereby further agrees to pay the "Chartered Accountant Firm the contract price at the time and in the manner prescribed in the said terms and conditions.

11. That in the event of any dispute that may arise, it shall be settled as per the term and conditions of the contract.
12. The agreement shall commence from the date of issue of the order and shall continue for a period of one year unless it is curtailed or terminated by the authority owing to deficiency of service, breach or contract etc.
13. The agreement shall be automatically expire after completion of one year from the date of issue of the order as mentioned above unless extended further by the mutual consent of the Chartered Accountant Firm and the Authority.

Signature of the officer authorized
to sign on behalf of the Chartered
Accountant Firm

In the presence of the witnesses:-

1. Name:
Address:

2. Name:
Address:

Signature & designation of the
Officer acting in the premises for
And on behalf of the _____ of
Daman.

In the presence of the witnesses:-

1. Name:
Address:

2. Name:
Address: