

UT Administration of Daman & Diu,
Daman & Diu e-Governance Society,
Office of the Director (IT),
Fort area, Moti Daman,
Daman.
Ph. No. 0260-2230003

No. 01/IT/ DDeGS/ file no. 119/ 2015-16/239

Date: 10/9/2015

QUOTATION NOTICE

The Director (Information Technology)/ Member Secretary, Daman & Diu e-Governance Society, Daman 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 2015-16. All C.A/bidders are requested to kindly submit their quote in a sealed cover. The sealed covers are to reach the undersigned on or before 28/09/2015 up to 12.00 p.m. be registered post or courier service or to be deposited 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	Audit of DDeGS accounts for the FY 2015-16
2	Filing quarterly TDS return
3	Filing yearly income tax return
4	Issue form-16, form-16A to venders & employees of DDeGS
5	Liasoning with Income Tax department and other taxation department on behalf of DDeGS for the queries / notice raised by the department to avoid penalties.
6	Providing advisory to DDeGS for accurate accountancy, preparation of TDS challans, timely payment of taxes.
7	Work related to any other legal issue if applies to DDeGS e.g. service tax, excise etc. during the contract period.

3. Terms and Conditions:

- The quotation has to be sent in a sealed cover superscribed 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 financial year of 2015-16, which will remain same for next two years as well.
- The attested copy of registration of Chartered Accountant has to be enclosed.
- The Chartered Accountant must have minimum 5 years of experience in financial Audit as Chartered Accountant.
- The sealed quotation should reach the undersigned on or before 28/09/2015 upto 12.00 p.m.
- 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:

- All Head of Offices, for kind information.
- DIO, NIC, Daman with request to upload on official website of Daman.