

No.PDA/DMN/CA/Appointment/2018-19/473  
U.T .Administration of Daman & Diu,  
Office of the Planning and Development Authority,  
Daman-396220  
Dated: 31/10/2018

QUATATION NOTICE


The Planning and Development Authority, Daman invites sealed quotations for conducting audit of the Accounts of the Planning & Development Authority, Daman, as prescribed below for the financial year 2017-18. All Chartered Accountants/ bidders are requested to kindly quote the fees in a sealed cover. The sealed covers are to reach the undersigned on or before 26/11/2018 up to 12.00p.m. by registered post or courier service.

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 correctly 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 period 2017-18
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 Planning & Development Authority (project) for accurate accountancy and to follow legal work.

Term and conditions:-

- The quotation has to be sent in sealed cover superscribed with words, quotation for Audit work of Accounts of Planning and Development Authority, Daman district.
- The rate should be inclusive of all taxes . TA/DA will not be given to the Auditor.
- The quote should be for one financial year , which will remain same for next two year as well.
- The attested copy of registration of Chartered Accountant has to be enclosed.
- Chartered Accountant must have minimum 5 years of experience of financial Audit as Chartered Accountant.
- The sealed quotation should reach the undersigned on or before 26/11/2018 up to 12.00p.m.
- The undersigned reserves the right to reject any or all the offers without giving any reasons thereof,

  
(Charmie Parekh)  
Member Secretary (PDA)  
Daman

Copy to :-

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