

DELHI URBAN SHELTER IMPROVEMENT BOARD
(A Statutory body, GNCT of Delhi)
45, Punarwas Bhawan, I.P.Estate, New Delhi-110002

No.BF/2404/263/AO (DES)/2017-18/D-45

Dated: 30.11.2017

TENDER NOTICE

Engagement of Chartered Accountants empanelled with C&AG

Delhi Urban Shelter Improvement Board invites sealed tender for conversion of Books of accounts from Single Entry System to Double Entry System for the financial year 2008-2009 to 2010-2011(upto 30.06.2010) and also to provide Consultancy for financial management in the organization.

The terms & conditions and scope of work can be seen and tender document can be downloaded from our website – “**delhishelter.nic.in.**” The sealed tenders may be dropped into the tender box in the chamber of B. & F.O. latest by 15.12.2017 upto 3.00 p.m. and shall be opened at 3.30 p.m. on the same day in the presence of intending tenderers.

The tender document can be had from the office of B&FO(DUSIB) on payment of Rs 1000/.as tender cost by way of pay order in favour of DUSIB.

Budget & Finance Officer
Ph.-011-23370455
Email: - bfo.dusib@gmail.com

DELHI URBAN SHELTER IMPROVEMENT BOARD
OFFICE OF BUDGET & FINAVCE OFFICER
GOVERNMENT OF NCT OF DELHI

Room No.45,
Punarwas Bhawan
I.P.Estate New Delhi-02
bfo.dusib@gmail.com

No.BF/2404/263/AO (DES)/2017-18/D-45

Dated:30.11.2017

To

Sub: Engagement of Chartered Accountants for conversion of account from Single Entry to Double Entry System for the financial years 01.04.2008 to 30.06.2010.

Sir,

Delhi Urban Shelter Improvement Board was constituted under DUSIB Act, 2010. Prior to that, it was functioning as Slum & JJ Department under MCD. Its books of accounts were being maintained as per government regulations and now all accounts are required to be maintained on Double entry System. The latest approved Balance Sheet of the erstwhile Slum & JJ Department now DUSIB are available for the year 2007-08 prepared by Chartered Accountant.

Delhi Urban Shelter Improvement Board (DUSIB), an autonomous body of Govt. of NCT of Delhi invites, "sealed tenders". The sealed tenders should reach/dropped in the tender box in the Chamber of B&FO(DUSIB) by 15.12.2017 upto 3.00 p.m. for the work - conversion of accounts in Double Entry System with brief note of account prepared pointing out the discrepancies if any with disclaimer of accounts.

The Terms & Condition and Scope of Work can be seen on Deptt. Website: - "delhishelter.nic.in". Further information can be had in addition to information already available on the website from this office on any working day.

BUDGET & FINANCE OFFICER

PREPARATION OF BOOK OF ACCOUNTS IN DUSIB

1. **Background:** - Delhi Urban Shelter Improvement Board (DUSIB), a statutory Board of Government of NCT of Delhi, invites sealed tenders for migration of single entry accounts system to double entry system using certified latest software for the scope of work given as under in respect of 17 Divisions and 3 offices at Head Quarter. The job requires compilation and preparation of final Accounts of DUSIB as per DUSIB Act :-
2. **Scope of work:** Includes compilation, preparation and finalization of annual account of the organization and also provides consultancy for improved financial management in the organization. The scope of work will thus include the following: -
 - (A) **Preparation of accounts for years mentioned below:**
SLUM & J.J DEPARTMENT
 - i) For the financial year 2008-2009, 2009-10 & 2010-11 (upto 30.06.2010):-
 - Bank Accounts to be reconciled.
 - Balance Sheet and Income & Expenditure A/c on accrual basis to be prepared for the year 2008-09 & 2009-10 on the basis of accounts prepared on single entry system.
 - A separate Balance Sheet to be prepared as on 30.06.2010 i.e. upto the period when it was a part of MCD.
 - (B) **DELHI URBAN SHELTER IMPROVEMENT BOARD**
 - (II) **Checking and verification of records.**
The agency shall also be responsible for:
 - i) Physical Stock Verification by CA in the presence of the team constituted as below and preparation of unit-wise assets register.
 - A- For Engineering: C.A, Asstt. Director of the Circle concerned Head Clerk, Divisional Accountants & concerned Engineers.
 - B- For DUSIB HQ:- C.A. & AO/AAO(HQ)/Dy.Director(Land)/Dy. Director(Housing).
 - ii) Certification of Bank reconciliation with the allied books of cash transaction as per Cash Book.
 - iii) Preparation of fund base financial statement as per Manual which includes:
 - a) Income and expenditure sheet of each scheme/fund.
 - b) Preparation of balance sheet of each scheme/fund.
 - c) Preparation of combined balance sheet and income & expenditure statement of DUSIB.

- iv) The firm will be responsible to report all type of discrepancies, inaccuracies, shortfalls, rectification required or issues etc. in the report.
- v) Any other related work desired by the Competent Authority.

III **Consultancy**

The accounts in erstwhile Slum & JJ & now DUSIB were maintained in Single Entry System. In accordance with various directions, the financial system is required to migrate from Single Entry to Double Entry System and from S&JJ Accounts to DUSIB accounts. Besides that proper accounting procedure has to be adopted and all requisite Registers/ Records are to be maintained in a proper format. The Delhi Urban Shelter Improvement Board Act, 2010 requires that Board shall maintain its funds and shall also maintain proper accounts and balance sheet as per the government rules.

In view of the above mandate of the DUSIB, consultants/CA would be required to advise measures for streamlining the financial system and proper maintenance of records, primarily through analysis of existing organisational problem and will also suggest best practices to be adopted for improved financial performance.

3. **Eligibility Criteria:** Chartered Accountants/Firm engaged in auditing of Government / Corporations/Boards etc. and fulfilling the following criteria may apply:
 - i) The Chartered Accountant/Firms should be registered with the Institute of Chartered Accounts of India. The Chartered Accountants/firms should be currently empanelled with C & AG of India.
 - ii) The Chartered Accountants/firms should have adequate infrastructure and experience who may deliver the services in stipulated time.
 - ii) The annual turnover of the Firm should be more than 25 lacs per annum for the last three financial year's i.e. 2014-15, 2015-16 and 2016-17.
 - iii) The Chartered Accountants Firm should have at least five years experience of having conducted audit of any Government Department/PSUs/ Corporation/Board, state or Central Government.

- vi) The intending bidder shall have to deposit performance Guarantee @ 5% of the bid amount in the form of Bank guarantee/Demand Draft alongwith Financial Bid in favour of
 - vii) **Delhi Urban Shelter Improvement Board** failing which the bid shall be summarily rejected.
 - viii) The Accounts will be consolidated and finalized in the DUSIB HQ at Vikas Kuteer only. The CA firm make his own arrangement for essential items for carrying out the work e.g. stationary, Man Power, Laptop, CDs latest software etc.
4. **Duration of work: The stipulated period for completion of work shall be Six month.**

Sealed tenders in two envelopes one for "Technical Bid " & another for "Financial Bid" must reach/dropped in the tender box in chamber of the Budget & Finance Officer, DUSIB, Government of NCT of Delhi, **Room No. 45, Punarwas Bhawan, I.P. Estate, New Delhi-110002 latest by 15.12.2017 upto 3.00 p.m. and shall be opened on the same day at 3.30 p.m.**

5. **Penalty for delay in completion of work.**

A penalty of Rs.1000/- per day subject to maximum of 25% of the professional fee would be levied from the bills in case of delay in completion of work further the performance guarantee shall also be forfeited. The decision of the department in this regard shall be final and binding upon the CA firm.

6. The other General Terms & Condition are given in Annexure(A).

**Sd/-
Budget & Finance Officer (DUSIB)**

Tender Ref. No. BF/2404/263/AO(DES)/2017-18/D-45

Dated: 30.11.2017

FINANCIAL BID

The interested C.As/ Financial Firm should submit their proposal along with financial bid in the following format.

Terms of payment			
Financial year/period	Amount Quoted By the tenderer	80% after completion of Accounts work	Balance 20% after acceptance of accounts
2008-09			
2009-10			
2010-11(upto30.06.2010)			

Note: 1. The payment will be made on prorata basis for part of the year according to the period for which books have been written. In case of accounts for 6 month or more prepared simultaneously, the payment will be made for all such year according to progress of work.

2. Any other specific terms & conditions of payment terms of the tenderer.

(Name of Tender with Seal)

***1. GENERAL PARTICULARS OF TENDERES**

Part - I

1. Name of the Chartered Accountant/Firm/Agency with registration number.
2. Full address with contact numbers, website, e-mail etc.
3. Constitution of the Firm/Agency (attach copy) if registered under :-
 - a. Indian Companies Act 1956 or,
 - b. Indian Partnership Act 1932. (Please give name of partners) or,
 - c. Any other Act, if not the Owners.
4. If Partnership Firm registered under the Indian Partnership Act, 1932, please state further whether there the partnership Agreement/deed has been conferred on the partner who will sign the Tender.
 - I. If No, whether there is any general power of attorney executed by all the partner of the Firm authorizing the partner who will sign the tender.
 - II. If Yes, please furnish a copy of either partnership Agreement or the general power of Attorney, as the case may be. The power of attorney should be admitted on appropriate stamp paper by all the partners and dully attested by a Notary public.
5. Permanent Income Tax accounts no _____. Of the Chartered Accountant/Firm with circle/ward and Service Tax Registration Certificate (Attested photo copy to be attached).

Part - II

1. Name and address of Chartered Accountant/Firm's representative who would be present at the time of opening of Tender.
2. Name of the authorized representative of the Tenderer to sign the contract documents. He must be in possession of the valid Power of Attorney.
3. Certified copies of Income Tax Return for financial years _____.
4. Details of previous experience of Services provided by the Tenderer to any Govt. Department/PSU's/Corporation/Board, state or central Government in the last five financial years.
5. The annual turnover of the Chartered Accountant/Firm in last three financial years (FY 2014-15 to 2016-17) must be more than Rs.25 Lacs per annum. In this regard certified copies of Service Tax Returns for the last three years should be attached by the bidder.

Date:

Place:

Authorized Signatory (Signature of Tenderer)

Official seal

SUBMISSION OF TENDER

2.1 SEALING AND MARKING OF TENDER:

2.1.1 The Tender must be complete in all aspect and should be attached requisite certificates, etc.

2.1.2 Tender Document can be down loaded from website (www.delhishelter.nic.in).

2.1.3 This is a two part Bid consisting of Technical Bid and Financial Bid. The Technical and Financial Bids should be sealed in separate envelopes and then to be sealed in one separate envelope clearly super scribing on the envelope, “Tender for Engagement of Chartered Accountant/Firm _____.”

The Bid shall include:

- a) Forwarding letter by the Tenderer
- b) All required document
- c) Technical Bid
- d) Financial Bid

2.1.4 TENDER should be addressed to:- The Budget & Finance Officer, Delhi Urban Shelter Improvement Board, Room No.45, Punarwas Bhawan, I.P. Estate, New Delhi-110002.

EXPENSES OF AGREEMENT: All the expense towards completing of the Agreement, including cost of Stamp Paper or any other expenditure incurred In the process of TENDER submission till final compliance shall be borne by the Tenderer.

2.1.5 DEADLINE FOR SUBMISSION OF BIDS: TENDER must be received at the date, time and address specified in the TENDER notice/TENDER document.

GENERAL TERMS AND CONDITIONS:-

1. Financial Bid will be opened only of the Bidders who will be qualified in the Technical Bid.
2. The Competent Authority, DUSIB will, finally, contact only those Bidders meeting the requirements including the rates.
3. The decision of acceptance of the quotation will lie with the competent authority of DUSIB, who does not bind himself to accept the lowest quotation and who reserves the right to himself to reject or partially accept any or all quotations received, without assigning any reason.
4. Bidders are advised to satisfy themselves about the quantum of work before submitting their Bids; no extra charges consequent on any misunderstanding or otherwise shall be allowed.
5. At any stage during finalization of Tender process, the competent authority of the Board/DUSIB is free to use any evaluation metrics/weightage or take help of any consultant, as required in selecting the successful agency/agencies and we agree to abide by it.
6. Canvassing directly or indirectly in connection with the Bid is strictly prohibited and Bids submitted by the Tender who resort to canvassing will be summarily rejected.
7. This Notice Inviting Tender will form part of the contract document including additional terms/additional conditions and other related papers, if any, forming the Bid as issued at the time of invitation of Tender and acceptance thereof together with any correspondence leading thereto of the contract document.
8. The agency shall not sublet the work or part of the work.
9. The Board will not be responsible for any mishappening of any kind, caused during the course of assigned work to employee of Chartered Accountant/Firm. It shall be the entire responsibility of tenderer. Further if during the course of checking of official document, any document found tempered, tenderer will be responsible for it. Tenderer will maintain secrecy of all the documents during the period of agreement.
10. Tenderer will handover the official document, in same state of condition, as were handed over to him/her by DUSIB.
11. Payment for the services will be made only after successful completion of assigned work. TDS will be deducted as per rules.
12. The contract can be terminated at any point of time if the services of the CA/Firm are not found satisfactory, by giving 30 days' notice. In such an event, the work shall be got done from another agency at the risk & cost of the defaulting C.A/Firm.
13. The Tender document duly signed on each page shall be submitted along with the Technical Bid, failing which the Technical Bid, shall not be considered.

14. The Bidder must quote the rates in figures as well as in words correctly in the Financial Bid.

Authorized Signatory (Signature of Tenderer)

Liquidated damages clause

1. The agency shall be responsible for the faithful compliance of the provisions of the work order/contract. Any breach or failure to perform the same may result in termination of the work order/contract as well as other legal recourse.
2. Any misconduct/misbehaviour on the part of manpower deployed by the agency will not be tolerated and such person will have to be replaced immediately upon instructions from the Board.
3. If any dispute arises between the parties regarding the assigned work. Only Delhi courts will have jurisdiction.

(Signature of Tenderer)

Official seal