

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT OF NCT OF DELHI

**E-13, Vikas Kuteer,
I.P.Estate, New Delhi-02
Phone No. 011-23378374**

NO:-BF/2404/263/AO(IA)/2012-13/D- 216

Dated: 03-10-2012

To

**All 20 empaneled C&AG
Statutory Auditors/Chartered
Accountants (as per list enclosed)**


Sub: Engagement of Statutory Auditors/Chartered Accountants for Writing of the books of accounts of department for the financial year 2010-11 (6 months) and 2011-12.

Sir,

Delhi Urban Shelter Improvement Board (DUSIB) is an autonomous body of Govt. of NCT of Delhi invites "sealed quotations" for above stated work latest by 22th October 2012, 3.30 P.M. in the office of Budget and Finance Officer, DUSIB, GNCTD, E-13, Vikas Kuteer, I.P.Estate, New Delhi-110002. Bids shall be opened on 24.9.2012 at 3.30 P.M.

This department have come into existence w.e.f. 1st October, 2010 earlier this department was functioning as Slum Wing of erstwhile MCD. The selected bidder is required to complete the writing of the books of accounts in double entry system with brief note of accounts prepared pointing out the discrepancies if any with disclaimer of accounts.

The terms and conditions are attached herewith further details can be seen on this office **website :- delhishelter.nic.in.**


Budget & Finance Officer

Copy to:

1. PS to Member (F) for kind information of the latter.
2. FA, DUSIB for his kind information.
3. DCA's
4. AO (Double Entry) is directed to present at the time of opening of bids and take further action in this matter.
- ✓ 5. Dy. Director (System) is requested to upload the letter, list of 20 empaneled Statutory Auditors / Chartered Accountants alongwith terms and condition as enclosed herewith at the earliest please.


Budget & Finance Officer

1. The UBEROI SOOD & KAPOOR,
606, VISHAL BHAWAN,
95, NEHRU PLACE,
NEW DELHI-110019.
2. The DHRUV AGGARWAL & COMPANY,
PLOT NO. 5, BN BLOCK (W), IInd FLOOR,
ADJOINING KARNATKA BANK,
SHALIMAR BAGH (WEST),
NEW DELHI-110088.
3. The R VENDER GUPTA & ASSOCIATES,
206, HEMKUNT HOUSE,
6, RAJENDRA PLACE,
NEW DELHI-110008.
4. The K.M. AGARWAL & COMPANY,
36, NETAJI SUBHASH MARG,
DARYA GANJ,
NEW DELHI-110002.
5. The DINESH JAIN & ASSOCIATES,
A-115, SHAKAR PUR,
IInd FLOOR, VIKAS MARG,
MAIN ROAD,
NEW DELHI-110092.
6. The J.L. GARG & COMPANY,
BASEMENT - 18,
NATIONAL PARK,,
LAJPAT NAGAR -4,
NEW DELHI-110024.
7. The H.K. CHAUDHRY & COMPANY,
1/9 - B, JINDAL HOUSE,
Ist FLOOR, ASAF ALI ROAD,
NEW DELHI-110002.
8. The LUNAWAT & CO.
54, DARYA GANJ,
NEW DELHI-110002.
9. The GUPTA NANDA & CO.,
20 - A, LIG FLATS,
NEAR CAMBRIDGE SCHOOL,
RAJOURI GARDEN,
NEW DELHI-110027.
10. The SANJEEV S GUPTA & ASSOCIATES,
307, SHRI GANESH COMPLEX,
32 - B, VEER SAVARKAR BLOCK,
VIKAS SHAKAR PUR,
NEW DELHI-110092.

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11. The GOEL MINTRI & ASSOCIATES,
JD - 18 - B, 1st FLOOR,
NEAR ASHIANA CHOWK,
PITAM PURA,
NEW DELHI-110034.
12. The S P M G & COMPANY,
3322 A, 1st FLOOR,
KAROL BAGH,
NEW DELHI-110005.
13. The N K S CHAUHAN & ASSOCIATES,
C-62, BASEMENTS,
SOUTH EXTENSION,
PART - I,
NEW DELHI-110049.
14. The A K G & ASSOCIATES,
11 - CSC, DDA MARKET,
A BLOCK, SARASWATI VIHAR,
NEW DELHI-110034.
15. The S V P & ASSOCIATES,
13 - B, 1st FLOOR,
NETAJI SUBHASH MARG,
DARYA GANJ,
NEW DELHI-110002.
16. The S P MARWAHA & CO.,
8A/4, WESTERN EXT. AREA,
KAROL BAGH,
NEW DELHI-110005.
17. The ARUN SINGH & CO.,
F- 7, LAJPAT NAGAR - III,
NEW DELHI-110024.
18. The BATRA SAPRA & CO.,
F -14, SHIVAM HOUSE,
17 AMAR CHAMBER,
CONNAUGHT CIRCUS,
NEW DELHI-110001.
19. The A P R A & ASSOCIATES,
379. AGGARWAL MILLENIUM TOWER 2,
NETAJI SUBHASH PLACE,
OUTER DELHI,
NEW DELHI-110034.
20. The CHATURVEDI & PARTNERS,
212 - A, CHIRANJIV TOWER,
43, NEHRU PLACE,
NEW DELHI-110019.

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DELHI URBAN SHELTER IMPROVEMENT BOARD
OFFICE OF THE BUDGET & FINANCE OFFICER
GOVT. OF NCT OF DELHI
VIKAS KUTEER, E-BLOCK, I.P.ESTATE,
NEW DELHI-110002

INVITATION FOR QUOTATION

Delhi Urban Shelter Improvement Board (DUSIB), an autonomous Body of Government of NCT of Delhi, invites limited quotation for migration of single entry accounts system to double entry system using tally-software for the financial year 2010-11 & 2011-12 Financial Year 2010-11 comprising of the period starting from 1.4.2010 to 31.03.2011 and financial year 2011-12 comprising period 01.04.11 to 31.03.12.

1. **Requirement of the Department** : There are 4 Circles, 17 Divisions and 32 offices (53 Offices) under DUSIB, Govt. of NCT of Delhi. The job requires compilation and preparation of Final Accounts of DUSIB. The approximate. Vouchers for the last 1 ½ years (w.e.f. 01.10.2010 to 31.03.2011 and 01.04.2011 to 31.03.2012) are **80,000 to 85,000**.
2. **Scope of Work** : The agency selected for carrying out the work of compilation and preparation of Final Accounts of DUSIB shall be responsible for;
 - i) Checking of Registers as per inventory section-wise to ascertain smooth functioning of an office as provided in relevant rules.
 - ii) To ensure that system and procedures and accounting and financial matters are followed correctly.
 - iii) Enough safeguards exist for watching the correct entry of receipts and proper utilization of funds.
 - iv) Checking the correctness of General Provident Fund Account, Contributory Provident Fund Management, Loan and Advances etc.
 - v) Physical Stock^{*} Verification by CA in the presence of the constituted team (A&B) and preparation of unit-wise assets register.

A – For Engineering :- CA, Asstt. Director (Concerned Circle),
Divisional Accountants & Concerned Engineers.
B – For DUSIB Hqr. :- CA, AD (Property) & AAO/Acctt. (HQ.)
 - vi) Records pertaining to purchases, civil works, equipment and machinery, tools & plants etc.
 - vii) Certification of Bank reconciliation with the allied books of cash transaction as per Cash Book.

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- viii) Records of workshops.
- ix) Reconciliation and classification of data as per relevant Heads of Accounts and Schemes.
- x) Making voucher wise accounting entries on Tally and preparation of trial balance unit wise and their reconciliation with annual account and writing of all books of accounts of each unit in the presence of representative of Accounts of the concerned unit.
- xi) Preparation of fund base financial statement as per manual and that include:-
 - a) Income and expenditure statement 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.
 - d) Preparation of notes to accounts and statement of significant accounting policies, discloser etc.
 - e) Preparation of schedules, analyzing the financial data and preparation of statistical decision supporting financial information.
- xii) Preparation/incorporation of balance sheet of JJ Wing and its receipts on accrual basis for the mentioned years.
- xiii) The Agency shall provide the Department with the latest software pertaining to executing the above listed work.
- xiv) Any other related work desired by the Competent Authority.
- xv) The firm will be responsible to report all type of discrepancies, inaccuracies, shortfalls, rectification required or issues etc. in the report.
- xvi) The Team deputed for preparation of accounts will be camped in DUSIB HQ and concerned Divisional Offices of DUSIB but the accounts will be consolidated and finalised in the DUSIB HQ only. The team will arrange of its own the required equipment e.g. Stationery, Men power, Laptop, CD etc for the completion of the work allotted to them.
- xvii) The writing of books of DUSIB for the period 01.10.2010 to 31.03.2011 and for the period 01.04.2011 to 31.03.2012 will be completed in 90 days. The head of the project will have to visit the Accounts Team writing the books at least once a week and apprise the position/status to Senior Officers in writing.

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xviii) Payment terms :-

80% after completion of writing of accounts for the aforesaid period (w.e.f. 01.10.2010 to 31.03.2011 and 01.04.2011 to 31.03.2012) with the hard copy of Spiral Binded Form and 20% after authentication/acceptance of correctness of books of accounts in writing and certification.

3. Eligibility for Application : Chartered Accountants / Firms engaged in auditing of Government / Corporations / Boards etc. and fulfilling the following criteria may apply;

- i) The Chartered Accountants / Firms should be registered with the Institute of Chartered Accountants of India.
- ii) The Chartered Accountants / Firms should have adequate infrastructure and experience who may deliver the goods in stipulated time.
- iii) The annual turnover of the Firm should be more than 15 lacs per annum for the last three financial years i.e. 2009-10, 2010-11 and 2011-12.
- iv) Chartered Accountants Firm should have of five years experience of having conducted audit of any Government Department / PSUs / Corporation / Board, of State or Central Government.
- v) The intending quotationer shall submit Bank Guarantee of the value of contractual amount equal to 10% in which 5% shall be deposited in advance as Performance Guarantee which shall be refunded after completion of work duly certified by the Competent Authority.
- vi) For any disputes shall be the jurisdiction of Delhi.

Sealed quotations quoting the rates must reach the office of the Budget & Finance Officer, DUSIB, Government of NCT of Delhi, E-13, Vikas Kuteer, I.P. Estate, New Delhi-110002 by **22.10.2012**.


02/11/2012
Budget & Finance Officer
DUSIB