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DELHI URBAN SHELTER IMPROVEMENT BOARD

B-6, Vikas Kuteer,
I.P. Estate, New Delhi-02
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No.BF/2404/263/AO(DES)/2012-13/D-22

Dated : 06.06.2013

To

Sub: **Engagement of Chartered Accountants for writing of the books of accounts of department for the financial years 01.04.2005 to 31.03.2012.**

Sir,

Delhi Urban Shelter Improvement Board was constituted under DUSIB Act, 2010. Prior to that, it was functioning as S&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 S&JJ Department now DUSIB are available for the year 2004-05 prepared by Institute of Chartered Accountants of India.

Delhi Urban Shelter Improvement Board (DUSIB), an autonomous body of Govt. of NCT of Delhi invites, "sealed tenders" for writing of books of accounts for the period 01.04.2005 to 31.03.2012. The sealed tenders should reach/dropped in the tender box in the Chamber of B&FO by 01.07.2013 and shall be opened on the same day at 3.30 p.m. The lowest responsive tenders shall be required to complete the writing of books of accounts in Double Entry system with brief note of account prepared pointing out the discrepancies if any with disclaimer of accounts.

The Terms & Conditions and Scope of Work can be seen on Deptt. website:- "delhishelter.nic.in". **Before tendering firms may clarify doubts if any or obtain any information 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 5 Circles, 17 Divisions and 32 offices (54 offices). 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 accounts of the organization and also provides consultancy for improved financial management in the organization. The scope of work will thus include the following: -

I Preparation of accounts for years mentioned below:

SLUM & J.J. DEPTT.

i) For the financial year 2005-06

- Preparation of proper balance sheet & Income & Expenditure statement on the basis of statement of Net Assets & ther Financial statements.
- Surplus to be transferred to Capital fund & resultant figure of Capital fund to be transferred to next year.

ii) For the financial year 2006-07 & 2007-08

- Review of Draft Financial Statements. To check the books of account (Tally Data)/Manual Cash Book with the Draft Financial Statement & Observations to be given.
- Bank Accounts to be reviewed/reconciled.
- Proper Balance Sheet & Income & Expenditure A/c to be prepared.

iii) For the financial year 2008-09, 2009-10 & 2010-11(Upto 30.06.2010):-

- Writing up the books of account on the basis of Cash Book and Vouchers
- Scrutiny of Individual ledger accounts and finalization thereof.
- Bank Accounts to be reconciled.
- Balance Sheet and Income & Expenditure A/c. to be prepared for the year 2008-09 & 2009-10.
- A separate Balance Sheet to be prepared as on 30.06.2010 i.e. upto the period when it was a part of MCD.
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iv) For the financial year 2010-11(from 1.7.10 to 31.3.11) & 2011-12:

- Opening balance to be taken in the books as on 01/07/2010 as per Balance sheet of 30/06/2010.
- Writing up the books of account on the basis of Cash Book and Vouchers.
- Scrutiny of Individual ledger accounts and finalization thereof.
- Bank Accounts to be reconciled/reviewed.
- Balance sheet and Income & Expenditure A/c to be prepared for the year 2010-11 & 2011-12.
- Books of Account & Balance Sheet for 2010-11 to be prepared in 2 parts i.e. from 01/04/2010 to 30/06/2010 and from 01/07/2010 to 31/31/03/2011 separately (for MCD part and independent entity).

(II) Checking and Verification of records.

The agency shall also be responsible for:

- i) Checking of various registers as per section-wise inventory to ascertain smooth functioning of an office as provided in relevant rules.
- ii) Ensure that system and procedures for 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 & Advances etc.
- v) Physical Stock Verification by CA in the presence of the team constituted as below and preparation of unit-wise assets register.
 - A- For Engineering: CA, Asstt. Director(concerned Circle)H.C., Divisional Accountants & concerned Engineers.
 - B- For DUSIB Hqr:-CA & AAO/Acctt.(HQ)/Dy.Director(Land)/Dy. Director(Housing).
- vi) Checking of 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.
- 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 latest software 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 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.
 - 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 erstwhile JJ Wing and its receipts on accrual basis for the mentioned years.

- xiii) The firm will be responsible to report all type of discrepancies, inaccuracies, shortfalls, rectification required or issues etc. in the report.
- xiv) The agency shall provide the Department with the latest software pertaining to executing the above listed work.
- xv) Any other related work desired by the Competent Authority.

III **Consultancy**

The accounts in erstwhile Slum & J J & 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 to its funds and shall also maintain proper accounts and records and prepare annual statement of account and balance sheet as per the Government rules.

In view of the above mandate of the DUSIB, consultants would be required to advise measures for streamlining the financial system and proper maintenance of records, primarily through analysis of existing organizational 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 Accountants/Firms should be registered with the Institute of Chartered Accounts of India. The Chartered Accountants / firms should be currently empanelled with C&AG.
 - 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 year's i.e. 2010-11, 2011-12 and 2012-13.
 - iv) Chartered Accountants Firm should have five years experience of having conducted audit of any Government Department/ PSUs/ Corporation/Board of State or Central Government.
 - v) The intending bidder shall submit Bank guarantee/Demand Draft of the value of their tendered amount equal to 5% which shall be deposited alongwith Financial Bid in advance as Performance Guarantee in favour of **Delhi Urban Shelter Improvement Board** and shall be refunded after completion of work duly certified by the competent authority.
 - vi) For any disputes arising out of or in respect of the contract, the jurisdiction to decide the disputes vest with Arbitration/Courts at Delhi.

4. **Location of Team:** 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 finalized in the DUSIB HQ only. The team will arrange of its own required equipment e.g. Stationary, Man Power, Laptop, CDs & latest software etc. for the completion of the work allotted to them.

5. **Duration of work:** The writing of books of the erstwhile Slum & JJ Department for the period 2005-06 to 30.06.2010 & for the DUSIB for the period 01.07.2010 to 31.03.2012 separately. **The stipulated period for implementation of the work shall be one year.**

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, **B-6, Vikas Kuteer, I.P. Estate, New Delhi-110002** latest by **01.07.2013 upto 3.00 PM** and may be opened on the same day at **3.30 p.m.**

Sd/-

Budget & Finance Officer(DUSIB)

Financial Bid

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

<i>Terms of payment</i>			
<i>Financial year/period</i>	<i>Amount Quoted By the tenderer</i>	<i>80% after completion of Accounts work</i>	<i>Balance 20% after acceptance of accounts</i>
2005-06			
2006-07			
2007-08			
2008-09			
2009-10			
2010-11(upto 30.06.2010)			
01.07.2010-31.03.2011			
2011-12			
Tota =>			

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 2 years 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.



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(A statutory Body, GNCT of Delhi)
B-6, Vikas Kutir, I.P. Estate, New Delhi-110002

No.BF/2404/263/AO(DES)/2012-13/D-22

Dated : 06.06.2013

TENDER NOTICE

Engagement of Chartered Accountants empanelled with C&AG

Delhi Urban Shelter Improvement Board invites sealed tenders for reviewing of books of accounts for the year **2005-2006 to 2007-2008** and writing of books of accounts in double entry system from **2008-2009 to 2011-2012** 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 reached/dropped into the tender box in the chamber of B. & F.O. latest **by 01.07.2013 upto 3.00 p.m.** and may be opened at 3.30 p.m. on the same day.

Sd/-

Budget & Finance Officer
M-9717999301