

**DELHI URBAN SHELTER IMPROVEMENT BOARD**  
(A Statutory body of GNCT of Delhi)

Room No.E-8, VIKAS KUTEER  
I.P.Estate New Delhi-02  
[dca3.dusib@gmail.com](mailto:dca3.dusib@gmail.com)  
Contact No 9717999122

No.BF/2404/263/AO (DES)/2018-19/D- 40

Dated: 12<sup>th</sup> November, 2018

**TENDER NOTICE**


**Engagement of Chartered Accountants empanelled with C&AG**

Delhi Urban Shelter Improvement Board invites sealed tender from CA Firms empanelled with C&AG for conversion of Books of accounts from Single Entry System to Double Entry System for the period 2010-11(01-07-2010 to 31-03-2011) and for the financial year 2011-12.

The terms & conditions, scope of work can be seen and tender document can be downloaded from our website - "[delhishelterboard.in](http://delhishelterboard.in)." The sealed tenders may be dropped into the tender box in the Chamber of Dy. Chief Accountant – I, Room No E-8A, Vikas Kuteer, I P. Estate, New Delhi 110002 latest by 28<sup>th</sup> November, 2018 upto 3.00 P.M. which shall be opened at 3.30 p.m. on the same day in the presence of intending tenderers in the Chamber of Budget and Finance Officer, Room No 45, Punerwas Bhawan, I.P.Estate, New Delhi 110002.

The tender document can be had from the office of Accounts Officer (DES), Room No E-6 Vikas Kuteer respectively on payment of Rs.1000/- as tender cost by way of pay order in favour of DUSIB. For tender documents downloaded from the website of DUSIB, the cost of tender may be deposited by way of demand draft/pay order in favour of DUSIB as per instructions contained in the tender documents.

The contact address of AO (DES) is E-6, Vikas Kuteer, I.P.Estate, New Delhi:-110002 (Contact No 9560596108).

  
**Dy. Chief Accountant-I**  
Room No.E-8, Vikas Kuteer  
I.P.Estate New Delhi-02  
[dca3.dusib@gmail.com](mailto:dca3.dusib@gmail.com)

DELHI URBAN SHELTER IMPROVEMENT BOARD  
OFFICE OF DY. CHIEF ACCOUNTANT- I  
GOVERNMENT OF NCT OF DELHI

Room No.E-8, VIKAS KUTEER  
I.P.Estate New Delhi-02  
dca3.dusib@gmail.com  
Contact No 9717999122

No.BF/2404/263/AO (DES)/2018-19/D-

Dated: November, 2018

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Engagement of Chartered Accountants for conversion of account from Single Entry to Double Entry System for the period 01.07.2010 to 31.03.2011 and for the financial year 2011-12.**

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 on cash basis as per government regulations and now all accounts are required to be maintained on Double Entry System. The accounts for the year 2008-09 & 2009-10 and upto 30-06-2010 are under final stage of approval.

Now, Delhi Urban Shelter Improvement Board (DUSIB), a statutory body of Govt. of NCT of Delhi invites, "Sealed Tenders" for the work-- conversion of accounts in Double Entry System.

The sealed tenders in three envelopes, one for Bank Draft/Pay Order of Tender Fee and Earnest Money Deposit as mentioned in Instruction Sheet above shall be placed in Envelope I. If the Bank Draft/Pay Order of Tender Fee and Earnest Money Deposit is found proper then only technical and financial proposals will be entertained. The "Technical Bid" shall be placed in Envelope-II & another for "Financial Bid" should be placed in Envelope-III.

All the three envelopes be put in one big envelope and same should reach/dropped in the tender box in the Chamber of Dy. Chief Accountant – I, Room No E-8A, Vikas Kuteer, I P. Estate, New Delhi 110002 latest by 28<sup>th</sup> November, 2018 upto 3.00 P.M. which shall be opened at 3:30 P.M on the same day in the presence of intending tenderers in the chamber of B&FO(DUSIB) Room No.45, Vikas Bhawan, Punarwas Bhawan, I.T.O, New Delhi-02.

The applicant may procure tender form from Accounts Officer (DES) at E-6, Vikas Kuteer, IP Estate, New Delhi-110002 by 27<sup>th</sup> November, 2018 at 3:00 pm by paying Rs.1000/- in the form of a demand draft/pay order from any Nationalized/Scheduled/Commercial Bank in India drawn in favor of the 'DUSIB' and payable at New Delhi, India. For tender documents downloaded from the website of DUSIB, the cost of tender may be deposited by way of demand draft/pay order in favour of 'DUSIB' as per instructions in the preceding paragraph. The contact address of AO (DES) is E-6, Vikas Kuteer, I.P.Estate, New Delhi:-110002 (Contact No 9560596108).

The Terms & Condition and Scope of Work can be seen on DUSIB 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.

  
Dy. Chief Accountant-I

## INSTRUCTION SHEET

| S No | Details  |
|------|--|
| 1    | Name of the Client: <b>DELHI URBAN SHELTER IMPROVEMENT BOARD (DUSIB), Govt. of NCT of Delhi</b>  |
| 2    | Bank Draft/Pay Order and Technical Proposal to be submitted together with Financial Proposal: <b>Yes (in three separate envelopes)</b><br>Name of the assignment is: Finalization of accounts along with Listing and Valuation of Assets of Delhi Urban Shelter Improvement Board  |
| 3    | The Client will provide the following inputs and facilities: As Mentioned in Terms of Reference (TOR)  |
| 4    | Association, Arrangements and Joint Ventures with other Consultancy firms for this assignment are <b>NOT permitted.</b>  |
| 5    | Proposals shall remain valid for 180 days from the last date of submission.  |
| 6    | The applicant may procure tender documents/form from AO(DES) at E-6, Vikas Kuteer, IP Estate, New Delhi-110002 before 27 <sup>th</sup> November, 2018 at 3:00 pm by paying Rs.1000/- in the form of a demand draft/pay order from any Nationalized/Scheduled/Commercial Bank in India drawn in favor of the " <b>DUSIB</b> " and payable at New Delhi, India   |
| 7    | The applicant is required to deposit, along with its Proposal, a Earnest Money Deposit equivalent to Rs.10,000/- (Rupees Ten thousand only) (the " <b>Earnest Money</b> "), refundable. The Consultants will have to provide Earnest Money in the form of a demand draft/pay order from any Nationalized/Scheduled/Commercial Bank in India drawn in favor of the " <b>DUSIB</b> " and payable at New Delhi, India |
| 8    | The Addendum, if any, shall be uploaded on referred websites and shall be binding on Applicant/Consultants.  |
| 9    | Amounts payable by the Client to the Consultant under the contract shall be subjected to deduction of local taxes, if any. The Client will pay GST on prevailing rates as applicable on the consultancy charges.   |
| 10   | No alternate financial proposal shall be accepted. In such case the Consultant's entire proposal (if technically responsive) shall be rejected.  |
| 11   | Proposals must be submitted not later than the following date and time: 28 <sup>th</sup> November, 2018 at 03:00 PM in the tender Box placed at Room No E-8, Vikas Kuteer, IP Estate, New Delhi-110002.  |
| 12   | Pre- bid queries can be discussed with Ms. Meenu Dua, DCA-I at mobile No. 9717999122 and Shri Rajiv Jindal AO(DES) at mobile No. 9560596108 before 28 <sup>th</sup> November, 2018.  |
| 13   | Expected date for public opening of Financial Proposals: Will be intimated to all technically responsive bidders through letter/E-mail.  |
| 14   | The duration of the assignment will be Eight Months and all activities are to be completed in this period.   |

  
Dy.CA-I

  
AO(DES)

  
AAO(DES)

## 1. Background

Delhi Urban Shelter Improvement Board (DUSIB) has come in existence under Delhi Urban Shelter Improvement Board Act, 2010 which has been passed by the Legislative Assembly of the National Capital Territory of Delhi on the 01st April, 2010 and has come in force by the orders of Hon'ble Lt. Governor of Delhi on 1st July, 2010. The Slum & JJ Department which was earlier part of MCD was transferred to this Board. The Slum & JJ Department was not set up under any statute, but as part of the MCD in 1962. The department was entrusted with the work of operating the provisions of Slum Areas (Improvement & Clearance) Act, 1956. In 1967 JJ Wing was transferred to DDA and subsequently, merged with DDA. However, Slum & JJ Department was transferred back & forth from MCD to DDA from 1974 till 1980 and was finally with MCD, since September, 1992.

DUSIB is primarily responsible for improving the quality of the life of Slum & JJ Dwellers in the capital city of Delhi whose population at present is estimated to be 1.4 crore. Quite a substantial chunk of population of about 30 Lakh is living in approximately six lakh jhuggies whose shelter and social infrastructure inputs are becoming serious and increasing concern of Government

Now DUSIB intends to appoint the consultancy firm /CA firm with an objective of preparation of Opening Balance Sheet as on 01<sup>st</sup> July, 2010 and Financial Statement for the Period 01<sup>st</sup> July 2010- 31<sup>st</sup> March 2011 and Financial Year 2011-12.

## 2. Basic Eligibility Criteria for participating Consultancy Firm:

- a) Firm should be empanelled with CAG and registered with the Institute of Chartered Accountants of India (ICAI);
- b) Firm should be registered with Income Tax and Goods and Service Tax as well;
- c) Firm should have more than 10 years of existence as practicing firm in preparation of annual accounts in double entry system;
- d) Average annual turnover should have more than Rs. 1(One) crore in immediately preceding three financial years i.e. 2014-15, 2015-16 and 2016-17 supported by audited annual financial statements;
- e) Should have experience of at least five assignments in handling of accounting and financial management service/implementation of Double entry accounting system Assignment in Urban Local Bodies or Accounting Assignment in PSU; and
- f) CA firm should not be blacklisted by any institution/organization and government undertaking. A notarized self-declaration on duly stamp paper should be attached.

Documentary proof (including ICAI Certificate, CAG Certificate, Audited Financial Statements, and Self Declaration/ notarized affidavit etc.) should be submitted by the firm for each condition as mentioned above.


## 3. Preparation of the Proposal:

Consultant's Proposal (the Proposal) will consist of three (3) components

- a) Bank Draft/Pay Order of Tender Fee and Earnest Money Deposit
- b) the Technical Proposal, and
- c) the Financial Proposal

  
Dy. CA-I

  
AO(DES)

  
AAQ(DES)

**Note:-** Bank Draft/Pay Order of Tender Fee and Earnest Money as mentioned in Instruction Sheet above shall be placed in **Envelope I**. If the Bank Draft/Pay Order of Tender Fee and Earnest Money Deposit is found proper then only technical and financial proposals will be entertained. The **“Technical Bid”** shall be placed in **Envelope-II** and another for **“Financial Bid”** should be placed in **Envelope-III**.

#### **4. The Technical Proposal:**

The Technical Proposal shall not include any information related to financial proposal and any Technical Proposals containing information related to financial proposal shall be declared non-responsive.

#### **Technical Proposal Format**

The consultant shall submit technical proposal as per the format of the Technical Proposal given in this tender document.

**Note:-** Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.

#### **5. Financial Proposal**

All information provided in Consultants firm/ CA firm “Financial Proposal” will be treated as confidential. The Financial Proposal is to be submitted in the requisite forms enclosed. No proposed schedule of payments should be included in Consultants’ Financial Proposals. Consultants shall quote the rates in Indian National Rupees only.

#### **6. Submission and Opening of Proposals**

An authorized representative of the Consultant shall initial all pages of the Technical and Financial Proposal. The Technical Proposal to be sent to the Client shall be placed in a sealed envelope (marked as **Envelope-II**) clearly marked as **“TECHNICAL PROPOSAL.”** Similarly, the original Financial Proposal shall be placed in a sealed envelope (marked as **Envelope-III**) clearly marked as **“FINANCIAL PROPOSAL”** and with a warning **“DO NOT OPEN WITH THE TECHNICAL PROPOSAL.”** The envelopes (**Envelope 1 –Tender fees and Earnest Money Deposit, Envelope 2 – Technical Proposal and Envelope 3 –Financial Proposal**) shall be placed into an outer envelope and sealed. The outer envelope shall bear the submission address, tender number and title of assignment. **If the Financial Proposal is not submitted by the Consultant in a separate sealed envelope and duly marked as indicated above, this will constitute grounds for declaring both Technical and Financial Proposals non-responsive.**

Proposals shall be delivered at the indicated Client submission addresses on or before the time and date stated in the Data Sheet.

#### **7. Evaluation of Proposals:**

The **envelope 1** shall be opened first. If the Tender Fee and Earnest Money Deposit are not found to be in order then the proposal shall be treated as non-responsive and shall not be evaluated further.

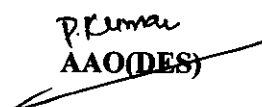
#### **Evaluation of Technical Proposals**

The eligibility criteria will be first evaluated as defined in Tender Document for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the basic eligibility criteria. Each technically successful bidder will qualify for financial evaluation.

**Financial Evaluation:** Financial proposals of technically qualified bidder shall be opened publicly and read out; and the L1 ranked bidder will be invited for contract signing.

  
Dy. CA-I

  
AO (DES) 21/11/18

  
P. Kumar  
AO (DES)

## 8. Performance Guarantee:

The consultant will furnish within 10 days of the issue of Work Order, an Account Payee Demand Draft/ Fixed Deposit Receipt in favor of "DUSIB" payable at New Delhi, from any nationalized or scheduled commercial Bank in India for an amount equivalent to 5 % (Five Percent) of the total contract value towards Performance Guarantee valid for a period of Six (6) months beyond the stipulated date of completion of services. The Bank Guarantee will be released after six month and rectification of errors, if any, found during appraisal/approval of the final deliverable by competent authorities whichever is later.

## 9. Objective of the Assignment:

**Overall Objective:** The broad aim of the assignment is to introduce, initiate and sustain the accrual-based DEAS in DUSIB. The overall objective as envisaged under this ToR is to implement accrual-based Double Entry Accounting System and certain good practices of financial management. This assignment includes training to the accounting staff of the DUSIB in maintenance of books of accounts and preparation of financial statements as per relevant provisions; and to promote accountability of use of public funds, provide data for sound and economic financial management practices.

**Specific Objectives:** The specific objectives of the assignment includes


- Preparation of fixed assets register for DUSIB
- Preparation of a data base of financial information of DUSIB which can be used for preparation of first time financial statements
- Preparation of Opening Balance sheet of DUSIB as on 01.07.2010 and financial statement for the period 01<sup>st</sup> July 2010 to 31<sup>st</sup> March, 2011 and FY 2011-12

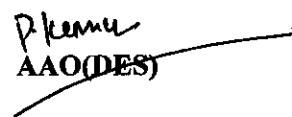
## 11. Scope of Work:

DUSIB expects that the consultant firm/CA firm for this assignment to accomplish:

- a. Preparation of Opening Balance sheet of DUSIB as on 01.07.2010
- b. Finalization of books of accounts and financial statement for year ending 31<sup>st</sup> March, 2011 and 31<sup>st</sup> March, 2012
- c. To maintain and update fixed assets register and CWIP for period ending 31<sup>st</sup> March, 2011 and 31<sup>st</sup> March, 2012
- d. Conduct various reconciliation such as:
  - i. Cash book and Bank reconciliation: Obtain certified list of all bank accounts including doormat account, collect bank statement and prepare bank reconciliation statement. For any entry (e.g. bank charges, interest income) which is not affected in book of accounts should be duly recorded in manual cash book and prepare adjusted cash book
  - ii. EMD/ SD/ PG reconciliation: Records should be updated to know exact liability to be paid in all such cases and balance as per manual register should be in consent.
  - iii. Any other reconciliation: as required.

  
Dy. CA-I

  
AO(DES)

  
AAO(DES)

## 12. Results, Deliverables and Outputs

| Report  | Due Date  | Contents                  |
|---|---|---------------------------|
| Fixed Asset Register and Opening Balance Sheet as on 01.07.2010     | Within 4 months of the commencement of assignment | As per formats prescribed |
| Financial Statements for period Ending 31 <sup>st</sup> March, 2011 | Within 6 months of the commencement of assignment | As per formats prescribed |
| Financial Statements for Year Ending 31 <sup>st</sup> March, 2012   | Within 8 months of the commencement of assignment | As per formats prescribed |

Note: *Financial Statements include Fixed Asset Register of the respective year.*

**13. Penalty for Delay in Project:** In case of delay in completion of services, a penalty equal to Rs.1000 per day subject to maximum 25% of the contract value will be imposed and shall be recovered from payments due/performance guarantee. However in case of delay due to reasons beyond the control of the consultant, suitable extension of time will be granted. The decision of the Department in this regard shall be final and binding upon the Consultant firm/CA firm

## 14. Expertise and Inputs Requirement

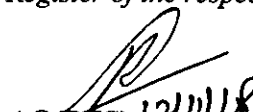
- The duration of entire assignment would be for 8 months
- The team shall be deployed on an exclusive basis and shall be responsible for carrying out the complete Scope of Work under the RFP. The office timing, list of holidays, shall be as per DUSIB terms and conditions.
- DUSIB will provide the required office space to the team. However, the team shall arrange for their stationery, Laptop, CDs, latest software, boarding & lodging, travels etc. at their own cost.


**15. Payment Schedule:** Payment schedule will be as follows:

| Output Based Payment   | % of Contract Value   |
|--|-----------------------|
| 1 Submission and Approval of Fixed Asset Register and Data for opening financial statements and opening balance sheet as on 01.07.2010 | 20% of Contract Value |
| 2 Submission of Financial Statements for year ending 31 <sup>st</sup> March, 2011  | 20% of Contract Value |
| 3 Approval of Financial Statements for year ending 31 <sup>st</sup> March, 2011  | 20% of Contract Value |
| 4 Submission of Financial Statements for year ending 31 <sup>st</sup> March, 2012  | 20% of Contract Value |
| 5 Approval of Financial Statements for year ending 31 <sup>st</sup> March, 2012  | 20% of Contract Value |

Note: *Financial Statements include Fixed Asset Register of the respective year.*

  
Dy. CA-I

  
AAO (DES) 12/11/18

  
P. Kumar  
AAO (DES)

**FORM TECH-1: TECHNICAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To,

Dy Chief Accountant-I  
Delhi Urban Shelter Improvement Board,  
E-8A, Vikas Kuteer, IP Estate  
New Delhi-110002.

Dear Sir/Madam:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes Tender Cost and EMD, Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in individual capacity without entering in association with/as a Joint Venture. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake that we are not blacklisted by any government, semi government, PSU or Autonomous bodies due to non-performance, corrupt or fraudulent practice;

We undertake that the information and documents provided in the technical proposal are true and have not been altered. If any information/ document are found false or altered, the employer may take suitable action against the consultant.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: Address: \_\_\_\_\_



**FORM TECH-2: CONSULTANT'S ORGANIZATION AND EXPERIENCE****FORMTECH-2A: Consultant's Organization**

*[Provide here a brief description of the background and organization of the Consultant.]*

|   |  |
|---|--|
| Name of the Consultant                        |  |
| Address of Head Office                        |  |
| Address of Branch Office                      |  |
| Year of Establishment and No. of Years        |  |
| Contact Details                               |  |
| PAN No. of Firm                               |  |
| CAG Empanelment No.                           |  |
| ICAI Registration No.                         |  |
| Service Tax Registration No.                  |  |
| Annual Turnover of firm in last three years   |  |
| Net worth of the agency                       |  |
| No. of Partners associated with the firm      |  |
| No. of FCA Partners                           |  |
| No. of Full time CAs associated with the firm |  |
| Experience of the firm in similar assignments |  |
| Any award received by your                    |  |

*\* Supporting document should be attached for relevant details*

**FORM TECH-2B: CONSULTANT'S EXPERIENCE [FOR FULL TECHNICAL PROPOSALS ONLY]**

[The following information should be provided in the format below for each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies with in a consortium, was legally contracted by the Employer stated below.]

|   |   |
|---|---|
| Assignment name:  | Approx. value of the contract (in current `):   |
| Country:<br>Location within country:  | Duration of assignment (months):  |
| Name of Client:   | Total Number of person-months of the assignment:  |
| Address:  | Approx. value of the services provided by your firm under the contract (in `)                       |
| Start date (month/year): Completion date (month/year):  | Number of professional person-months provided by the joint venture partners or the Sub-Consultants: |
| Name of joint venture partner or sub- Consultants, if any for the assignment:   |   |
| Name of senior regular full time employees of the firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader): |   |
| Narrative description of Project:   |   |
| Description of actual services* provided in the assignment:   |   |

\*(Copy of work order or completion certificate from Employer should be furnished)

Firm's Name:

Signature of Authorized Representative:

**FORM FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To:

Dy Chief Accountant-I  
Delhi Urban Shelter Improvement Board,  
E-8A, Vikas Kuteer, IP Estate  
New Delhi-110002.

Dear Sir /Madam,

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal.

Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>]. This amount is inclusive of all taxes.

No fees, gratuities, rebates, gifts, commissions or other payments have been given or received in connection with this Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_ Name and Title of Signatory: .

Name of

Firm:

Address: \_\_\_\_\_

1 Amounts must coincide with the ones indicated under Total in Form FIN-2.

**FORM FIN-2: FINANCIAL PROPOSAL**

|   |  |
|---|--|
| <b>Professional fees for agreed delivered and scope of work</b> |  |
| <b>Add: GST as applicable</b>                                   |  |
| <b>Total</b>  |  |

*Note: Financial Statements include Fixed Asset Register of the respective year.*

Note: No other payments will be made on account of reimbursements.

Authorized Signature [*In full and initials*]: \_

Name and Title of Signatory: .

Name of Firm:

Address: \_