

GOVT. OF NCT OF DELHI
DELHI URBAN SHELTER IMPROVEMENT BOARD
(An Autonomous Body of Govt. of NCT 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)/2019-20/D- 24

Dated: 24.12.19

TENDER NOTICE

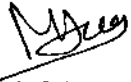
Engagement of Chartered Accountant Firm empanelled with C&AG

Delhi Urban Shelter Improvement Board (DUSIB) invites sealed tender from C.A Firms empanelled with C&AG and having HQ in Delhi or NCR cities (Ghaziabad, Faridabad, Noida, Gurugram only) for conversion of books of accounts of DUSIB from Single Entry System to Double Entry System for the financial year 2012-13 to 2015-16(4 years).

The terms & conditions, scope of work can be seen and tender document can be downloaded from our website- "<http://delhishelterboard.in>." The sealed tenders to be dropped into the tender box in the office of P.A to B&FO (DUSIB), Room No. 46, Punaravas Bhawan, I P. Estate, New Delhi latest by 21/01/2020 (Tuesday) upto 3.00 P.M, which shall be opened at 3.30 P.M. on the same day in the presence of intending tenderers or their authorized representatives.

The tender document can also be obtained from the office of **Accounts Officer (DES), Room No E-5 Vikas Kuteer** on payment of Rs.1,000/- as tender cost in the form of Pay order/Bank Draft in favour of "**DUSIB**". For tender documents downloaded from the website of Delhi Urban Shelter Improvement Board, the cost of tender should be deposited by way of Pay order/DD in favour of "**DUSIB**" as per instructions contained in the tender document.

The contact No. and address of AO(DES)& AAO(DES) is E-5, Vikas Kuteer, I.P.Estate, New Delhi:-110002 (Contact No- 9560596108 & 8130993875 respectively).


Dy. Chief Accountant-I
Room No.E-8
Vikas Kuteer
I.P.Estate New Delhi-02
dca3.dusib@gmail.com

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

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)/2019-20/D-24

Dated: 24.12.19

To

Sub: Engagement of Chartered Accountant Firm for conversion of accounts of DUSIB from Single Entry to Double Entry System for the financial years 2012-13 to 2015-16.

Sir,
Delhi Urban Shelter Improvement Board (DUSIB) is constituted under DUSIB Act, 2010. Its books of accounts were being maintained on cash basis as per government regulations. Now all accounts are required to be maintained on Double entry System.

The accounts of DUSIB are already converted into accrual basis of accounting and on Double Entry System up to financial year 2011-12 which are under final stage of approval. The accounts of the subsequent years w.e.f. 2012-13 to 2019-20 are required to be converted into Double Entry System on accrual basis.

Delhi Urban Shelter Improvement Board (DUSIB), an autonomous body of Govt. of NCT of Delhi invites Sealed Tenders for the work of conversion of accounts in Double Entry System for four financial years i.e. 2012-13, 2013-14, 2014-15 and 2015-16.

The DUSIB may consider for award the work for next four years i.e. 2016-17, 2017-18, 2018-19 and 2019-20 to the same firm at the same rates and terms and conditions on satisfactory completion of the work for the F.Y. 2012-13 to 2015-16. However it shall be at the discretion of the Competent Authority of DUSIB.

The sealed tenders in three envelopes, one for Pay Order/ Demand Draft of Tender Fee and Earnest Money Deposit as mentioned in Instruction Sheet shall be placed in Envelope I. If the Pay order/Bank Draft of Tender Fee and Earnest Money Deposit is not found proper then technical and financial bids will not be opened/entertained. The "Technical Bid" shall be placed in Envelope-II & the "Financial Bid" should be placed in Envelope-III.

A big envelope containing all the three envelopes should reach/dropped in the tender box in the office of P.A to B&FO (DUSIB), Room No. 46, Punaravas Bhawan, I P. Estate, New Delhi latest by 21/01/2020 (Tuesday) upto 3.00 P.M, which shall be opened at 3.30 P.M. on the same day in the presence of intending tenderers.

The applicant may procure tender document from the office of Accounts Officer (DES) at E-5, Vikas Kuteer, IP Estate, New Delhi-110002 latest by **17/01/2020 (Friday) upto 3:00 pm** on payment of Rs.1000/- in the /form of a Pay order/Bank Draft 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**'.

The contact No. and address of AO(DES) & AAO(DES) is E-5, Vikas Kuteer, I.P.Estate, New Delhi:-110002 (Contact No-, 9560596108& 8130993875 respectively).

The Terms & Condition and Scope of Work can be seen on DUSIB Website: -
" <http://delhishelterboard.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: DELHI URBAN SHELTER IMPROVEMENT BOARD (DUSIB), Govt. of NCT of Delhi
2	Bank Draft/Pay Order and Technical Bid to be submitted together with Financial Bid:- In three separate envelopes. Name of the assignment is:- Engagement of Chartered Accountant Firm for conversion of accounts of DUSIB from Single Entry to Double Entry System for the financial years 2012-13 to 2015-16
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 NOT permitted.
5	Bids shall remain valid for 180 days from the last date of submission.
6	The applicant may procure tender document/form from the office of the AO(DES) at E-5, Vikas Kuteer, IP Estate, New Delhi-110002 latest by 17/01/2020(Friday) upto 3:00 pm on payment Rs.1,000/- 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.
7	The applicant is required to deposit, along with its Bid, a Earnest Money Deposit equivalent to Rs.50,000/-(Rupees fifty thousand only) (the "Earnest Money"), refundable. The Chartered Accountant Firms will have to furnish Earnest Money 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
8	The Addendum, if any, shall be uploaded on referred website and shall be binding on Chartered Accountant Firm.
9	Amounts payable by the Board to the CA Firm under the contract shall be subject to deduction of taxes, if any as per applicable law. The Board will pay GST on prevailing rates as applicable on the Quoted professional fees.
10	No alternate financial bid shall be accepted. In such case the CA Firm's entire bid (if technically responsive) shall be rejected.
11	Bids must be submitted not later than the following date and time: - 21/01/2020 (Tuesday) upto 3.00 P.M in the tender Box placed at Room No. 46, Punaravas Bhawan, I.P. Estate, New Delhi-110002
12	Pre- bid queries can be discussed with DCA-I at mobile No. 9717999122 or Shri Rajiv Jindal AO(DES) at mobile No. 9560596108 or personally before 17 th January,2020.
13	Expected date for public opening of Financial Bids: Will be intimated to all technically responsive bidders through E-mail or Phone.
14	The duration of the assignment will be Seven Months and all activities are to be completed in this period.


A.O.(DES)

Name of Work: Engagement of Chartered Accountant Firm for Conversion of Accounts of DUSIB from Single Entry to Double Entry System for the financial years 2012-13 to 2015-16.

TERMS & CONDITIONS

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.

DUSIB intends to appoint Chartered Accountant firm for the work of conversion Accounts from Single Entry to Double Entry System for the financial years 2012-13 to 2015-16.

2. Basic Eligibility Criteria for participating Chartered Accountant Firm :

- a) Firm should be empanelled with C&AG and registered with the Institute of Chartered Accountants of India (ICAI);
- b) Firm should be registered with Income Tax and Goods and Service Tax (GST),
- c) Firm should have more than 10 years of existence as practicing firm in the work of preparation of Annual/Final Accounts in double entry system & at least one partner should be FCA.
- d) Average Annual Turnover of Firm should have more than Rs.1 (One) crore in immediately preceding three financial years i.e. 2016-17, 2017-18 and 2018-19 supported by Audited Annual Financial Statements;
- e) Firm should have experience of at least five assignments in handling of accounting and financial management service/implementation of Double Entry Accounting System assignment in any Urban Local Bodies/ PSUs/State Govt./ Central Govt.
- 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, C&AG Certificate, Audited Financial Statements, and Self Declaration) should be submitted by the firm for each condition as mentioned above.

3. Preparation of the Bid:

C.A.Firm's Bid will consist of three (3) components:

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


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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 not found proper then technical and financial bids will not be entertained. The **“Technical Bid”** shall be placed in **Envelope-II** and the **“Financial Bid”** should be placed in **Envelope-III**.

4. The Technical Bid:

The Technical Bid shall not include any information related to financial bid and any Technical Bids containing information related to financial bid shall be declared non-responsive & shall be summarily rejected.

Technical Bid Format :

The Chartered Accountant Firm shall submit technical bid as per the format of the Technical Bid given in this tender document.

Note:- Submission of the Technical Bid other than in prescribed format will result in the Bid being deemed non-responsive & shall be summarily rejected .

5. Financial Bid:

All information provided in C.A firm's "Financial Bid" will be treated as confidential. The Financial Bid is to be submitted in the requisite Form enclosed. No proposed schedule of payment should be included in CA firm's Financial Bid. CA firm shall quote the rates in Indian National Rupees only.

6. Submission and Opening of Bids :

An authorized Partner of the Chartered Accountant Firm shall initial (along with seal) all pages of the Technical and Financial Bid. The Technical Bid to be sent to the Board shall be placed in a sealed envelope (marked as **Envelope-II**) clearly marked as **“TECHNICAL BID.”** Similarly, the original Financial Bid shall be placed in a sealed envelope (marked as **Envelope-III**) clearly marked as **“FINANCIAL BID”** and with a warning **“DO NOT OPEN WITH THE TECHNICAL BID.”** The envelopes (**Envelope 1 – Tender fees and Earnest Money Deposit, Envelope 2 – Technical Bid and Envelope 3 –Financial Bid**) 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 Bid is not submitted by the Chartered Accountant Firm in a separate sealed envelope and duly marked as indicated above, this will constitute grounds for declaring both Technical and Financial Bids non-responsive & therefore will not be considered and shall be summarily rejected.

Bids shall be delivered at the indicated submission address of Board office on or before **21/01/2020** upto **3:00 P.M.**

7. Evaluation of Bids:

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

8. Evaluation of Technical Bids:

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.


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9. Financial Evaluation:

Financial bids of technically qualified bidder shall be opened publicly and read out; and the L-1 ranked bidder will be invited for signing of the Agreement.

10. Performance Guarantee:

The Chartered Accountant Firm 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 10 % (Ten Percent) of the total contract value (excluding GST) 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 months and rectification of errors, if any, found during appraisal/approval of the final deliverable by Competent Authority whichever is later.

11. Scope of Work:

DUSIB has 17 divisions across Delhi and a HQ which is subdivided into 5 branches. Accounting of each division/branch is decentralized and is on Cash basis. Each Division prepare accounts in single entry basis which are consolidated at HQ for preparation of Annual Accounts. The Accounts of each financial year are approved by the Board of the DUSIB.

The objective of this Agreement is the conversion / preparation of Financial Statements of DUSIB by CA Firm for Financial years 2012-13 2013-14, 2014-15 and 2015-16 from Single Entry basis to double entry basis following the accrual basis of accounting.

Therefore, the scope of work will be comprise of all activities/steps to achieve above objective including the following:-

- a) Preparation and finalization of Books of Accounts and Financial Statements comprising of Balance Sheet, Income and Expenditure Account, Receipts and Payment Account, Fixed Assets and other Schedules including CWIP for all the items of financial statements for the four financial years i.e. 2012-13, 2013-14, 2014-15, 2015-16
- b) The Financial Statements are to be prepared in accordance with the existing accounting policies, norms of C&AG and practice followed by DUSIB in preparation of financial statements of earlier years.
- c) The financial statements are to be prepared in accordance with the Accounting Standards/ Guidance Note issued by ICAI for Local Bodies as applicable for respective years and also approved by C&AG of India.
- d) In case the CA firm is of the opinion that any policy followed by the DUSIB is not in conformity with the prescribed Standards/ Guidance Note issued by ICAI, then the matter should be immediately brought to the Notice of management for necessary action.


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- e) To Conduct various reconciliation such as:
 - i. Cash book and Bank reconciliation: Obtain certified bank statement of all Bank accounts including dormant 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 from manual cash book,
 - ii. EMD/ SD/ PG reconciliation: Records should be updated to know exact liability to be paid in all such cases and balance shall agree as per manual register maintained by respective DDOs.
 - iii. All other reconciliation, as required by ICAI, C&AG or prevailing practice and to achieve the basic objectives.
- f) Division wise details of additions in Fixed Assets in the requisite performa for each of financial year.
- g) Reconciliation of Investments with Investment registers of DUSIB.
- h) To provide Trial balance as per accrual basis along with reconciliation statements of balances as per Financial Accounts prepared on the basis of Accrual System. Balance Sheet with the Balances as appearing in Accounts prepared as per approved guidelines of ICAI / C&AG of India.
- i) To provide both soft and hard copy of the tally data of the entries made for conversion of accounts from single entry to double entry on accrual basis of accounting with the balances matching with the financial statements.
- j) To advise measures for streamlining the system of accounting, book keeping & maintenance of records as per Accounting Standards / Guidance Note of ICAI & instructions of C&AG of India.

12. Penalty for Delay in Project:

In case of delays in completion of work , a penalty equal to Rs.1,000/-per day subject to maximum 25% of the entire contract value will be imposed and shall be recovered from payments due or performance guarantee or as an arrears of land revenue . However in case of delay due to reasons beyond the control of the Chartered Accountant Firm, suitable extension of time may be granted by CEO, DUSIB on written request of firm well in advance. The decision of the Department in this regard shall be final and binding upon the Chartered Accountant Firm.

13. Inputs & Outputs :

- a.) The stipulated period for completion of work for one financial year shall be maximum Two months and the total completion period for all four financial years should not exceed Seven Months.
- b.) The team members shall be deployed on exclusive basis and shall be responsible for carrying out the complete Scope of Work under the RFP. The office timings and holidays shall be as per the existing system in DUSIB.


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- c.) DUSIB will provide the required office space to the team. However, the team members shall arrange their stationery, Laptop, CDs, latest software, boarding & lodging, travels etc. at their own cost.
- d) The Board will not be responsible for mis-happening of any kind caused during the course of assigned work to employee of Chartered Accountant Firm. It shall be the entire responsibility of Firm. Further if during the course of checking of official document, any document found tempered, Firm will be responsible for it. Firm will maintain confidentiality/secretcy of all the documents during the period of agreement and even after period of agreement.
- e) Any misconduct/misbehavior on the part of team member/ manpower deployed by the firm will not be tolerated and such person will have to be replaced immediately upon instructions from the DUSIB.

14. Payment Schedule:

60% Payment for the work will be made only after successful completion and submission of financial statements for the year 2012-13 to 2015-16. 20% Payment for the work will be made only after the approval of Financial Statements by the Competent Authority and remaining 20% payment of work will be made after audit of Accounts & Financial Statements by C&AG. TDS under Income Tax and GST will be deducted as per rules. No out of pocket expenses of any nature shall be reimbursed to CA firm.

15. Termination of the Contract by DUSIB:

The Chartered Accountant firm shall be responsible for complete compliance of the **terms & conditions** of the Tender document/ Agreement. Any breach or failure to perform will result into termination of the work order/contract as well as Board may take other legal recourse as deemed fit. DUSIB shall have a right to terminate the contract after giving a show cause notice of 7 days to the CA firm in case of following events:

- i. If the CA firm fails to deposit performance guarantee and or fails to start the work within 10 days from the date of issue of Work Order
- ii. In case, the financial statement of each year is not submitted within 30 days beyond the stipulated time limit.
- iii. If the performance of firm is found unsatisfactory by the Board.

16. Consequences of Termination:

In case of termination of contract by DUSIB or by CA firm:

- i. Performance guarantee submitted by the CA firm shall be forfeited
- ii. Penalty as specified above shall be deposited by the CA firm & shall be recovered by Board.
- iii. The work shall be got done from another firm at the risk & cost of the defaulting Firms & the additional cost shall be provided by CA firm.
- iv. The Firm Shall be black listed and Intimation shall be sent to ICAI and C&AG of India.



17. CEO, DUSIB has complete right to either accept or reject any or all bids without assigning any reason what so ever in the interest of Department/ Government & the same will be acceptable to bidder.

18. The DUSIB may consider for award the work for next four years i.e. 2016-17, 2017-18, 2018-19 and 2019-20 to the same firm at the same rates and terms and conditions on satisfactory completion of the work for the F.Y. 2012-13 to 2015-16, however it shall be at the discretion of the Competent Authority of DUSIB.

19. In case of any dispute arising out of this agreement between DUSIB and the Firm, CEO(DUSIB) will nominate any officer of DUSIB, a sole arbitrator to adjudicate upon the issue involved in the dispute and the provisions of the Arbitration and Conciliation Act 1996 as amended from time to time, shall be applicable.


Dy. Chief Accountant-I

Name of Work: Engagement of Chartered Accountant Firm for Conversion of Accounts of DUSIB from Single Entry to Double Entry System for the financial years 2012-13 to 2015-16.

FORM TECH-1: TECHNICAL BID SUBMISSION FORM

[Location, Date]

To,

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

Dear Sir/Madam,

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

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

We undertake that we are not blacklisted by any Government, Semi Government, PSU or Autonomous bodies due to non-performance, corrupt or fraudulent practice or any other reason/Ground.

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

We understand that you are not bound to accept any Bid you receive and any decision to accept or reject bid by the Board, will be final & acceptable to me.

Yours sincerely,

Authorized Signature *[In full]*: _____

Name and Designation of Signatory: _____

Name & Address of Firm:

Seal of Firm : _____

Name of Work: Engagement of Chartered Accountant Firm for Conversion of Accounts of DUSIB from Single Entry to Double Entry System for the financial years 2012-13 to 2015-16.

FORM TECH-2A: CHARTERED ACCOUNTANT FIRM'S ORGANIZATION AND EXPERIENCE

FORMTECH-2A: Chartered Accountant Firm's Organization

[Provide here a brief description of the background and organization of the CA Firm.]

Name of the CA firm	
Address of Head office of CA firm in Delhi, NCR (Ghaziabad, Faridabad, Noida, Gurgram only)	
Address of Branch Office(s)	
Year of Establishment and No. of Years	
Contact Details (Including Phone no. and E-mail).	<i>Land line Phone No.</i>
	<i>Mobile No.</i>
	<i>Email :</i>
PAN No. of Firm	
C&AG Empanelment No.	
ICAI Registration No.	
GST Registration No.	
Turnover of the Firm for Last three years (2016-17, 2017-18 and 2018-19) as per Audited Financial statements	2016-17
	2017-18
	2018-19
	Average Turnover
No. of total Partners in firm	
No. of FCA Partners in the firm	
No. of Full time CA employees in the firm	
Name of similar assignments (minimum 5) handled in Urban Local Bodies/PSUs/ State Govt./Central Govt. Total number of such Assignments under taken by firm so far. The complete details of each assignment should be given in FORM TECH- 2B	
Any award received by the Firm.	

** Supporting documents/ certificates should be attached for relevant details*

Name of Work: Engagement of Chartered Accountant Firm for Conversion of Accounts of DUSIB from Single Entry to Double Entry System for the financial years 2012-13 to 2015-16.

FORM TECH-2B: CHARTERED ACCOUNTANT FIRM'S EXPERIENCE

[The following information should be provided in the format below for each reference assignment handled by CA Firm].

1	Assignment name:	
2	Name of Client:	
3	Address:	
4	Duration of assignment (months):	
5	Actual duration of completion of work (Months)	
6	Start date (month/year): Completion date (month/year):	
7	Value of the contract (in Rs):	
8	Actual Amount received from Client for the work (in Rs.)	
9	No. of Total CAs (Partner & Employee both) handled the assignment	
10	Description of actual services/works* provided in the assignment:	

*(Copy of work order and completion certificate both from Employer should be furnished)

Firm's Name:

Signature of Authorized Representative:

Seal of Firm : _____

Name of Work: Engagement of Chartered Accountant Firm for Conversion of Accounts of DUSIB from Single Entry to Double Entry System for the financial years 2012-13 to 2015-16.

FORM FIN-1: FINANCIAL BID SUBMISSION FORM

[Location, Date]

To:

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

Dear Sir /Madam,

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

Our attached Financial Bid is for the sum of [Insert amount(s) in words and figures¹]. This amount is inclusive of all taxes but excluding of GST.

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

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

Yours sincerely,

Authorized Signature [In full and initials]: _____ Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

1. Amounts must coincide with the one indicated in Form FIN-2.

Name of Work: Engagement of Chartered Accountant Firm for Conversion of Accounts of DUSIB from Single Entry to Double Entry System for the financial years 2012-13 to 2015-16.

FORM FIN-2: FINANCIAL BID

<p>Total Professional fee for agreed deliverables and scope of work for the financial year 2012-13, 2013-14, 2014-15 & 2015-16 [excluding GST but including all other taxes/fees etc.]</p>	
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- Note:- 1. No other payments will be made on account of reimbursements.
2. GST would be paid as applicable.

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Seal of Firm : _____