

**GOVT. OF NCT OF DELHI**  
**DELHI URBAN SHELTER IMPROVEMENT BOARD**  
(An Autonomous Body of Govt. of NCT Delhi)

Room No.38, Punarwas Bhawan  
I.P.Estate New Delhi-02

No.BF/2405/25/AO(B&C)/2022-23/D-124

Dated: 01/08/23

**NOTICE INVITING TENDER**

**Engagement of Chartered Accountant Firm empanelled with C&AG**

Delhi Urban Shelter Improvement Board), Govt. of NCT of Delhi (hereinafter called DUSIB) Govt. of NCT of Delhi re- invites sealed tender from Chartered Accountant Firms empanelled with C&AG and having HQ in Delhi or NCR cities (Ghaziabad, Faridabad, Noida and Gurugram only) for Preparation of Fixed Assets Register and Physical verification of Fixed Assets of DUSIB since its inception i.e. 01/07/2010 to 31/03/2023.

The terms & conditions, scope of work can be seen and tender document can be downloaded from our website- "<https://delhishelterboard.in>." The sealed tenders to be dropped into the tender box in the office of B&FO (DUSIB), Punarwas Bhawan, I P. Estate, New Delhi latest by 18/08/2023 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 the Accounts Officer (DES), Room No. E-3 Vikas Kuteer on payment of Rs.1,000/- (Non-refundable) 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", payable at Delhi, as per instructions contained in the tender document.

The contact No. and address of AO(DES) is Room No.E-3, Vikas Kuteer, I.P.Estate, New Delhi:-110002 (Contact No- 9868286309).

  
**Dy. Chief Accountant-II**

Room No.38

Punarwas Bhawan

I.P.Estate New Delhi-02

Email id:aaodes94@gmail.com

1. Dy. Director (System) for uploading the NIT on DUSIB website.
2. ICAI for information & Circulation at their end.

Name of the assignment is:- Preparation of Fixed Assets Register and Physical verification of Fixed Assets of DUSIB.

### INSTRUCTION SHEET

S No	Details
1	Name of the Client: <b>DELHI URBAN SHELTER IMPROVEMENT BOARD, Govt. of NCT of Delhi</b> (hereinafter called <b>DUSIB</b> )
2	Bank Draft/Pay Order and Technical Bid to be submitted together with Financial Bid:- <b>In three separate envelops.</b>
3	The Client (DUSIB) will provide the inputs and facilities: As Mentioned in attached Terms and condition (T&C) of the work.
4	Association, Arrangements and Joint Ventures with other Consultancy firms for this assignment are <b>NOT permitted.</b>
5	Bids shall remain valid for 180 days from the last date of submission.
6	The applicant may also procure tender document/ form from the office of the AO(DES) at Room No. E-3, Vikas Kuteer, IP Estate, New Delhi-110002 latest by <b>18/08/2023 upto 3:00 pm</b> on payment Rs.1,000/-(Non-refundable)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 Bid, an Earnest Money Deposit amounting to Rs.24,000/-(Rupees Twenty Four thousand only) (which is refundable) in the form of a demand draft/pay order from any Nationalized/Scheduled/Commercial Bank in India drawn in favour of the " <b>DUSIB</b> " 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 by the following date and time: - <b>18/08/2023 upto 3.00 P.M</b> in the tender Box placed at office of the B&FO, Punaravas Bhawan, I P. Estate, New Delhi-110002
12	Pre- bid queries can be discussed with Sh. Sant Kumar, DCA-II or AO(DES) at mobile No. 9868286309 or personally in Room no.38, Punarwas Bhawan, I.P. Estate, New Delhi-02 and Room No.E-3, Vikas Kutir, I.P. Estate, New Delhi-02 respectively.
13	Expected date for public opening of Financial Bids: Will be intimated to all technically responsive bidders through E-mail or Phone.
14	The stipulated period for completion of work for one financial year shall be maximum One month and the total completion period should not exceed Eight Months.



## **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. 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.

DUSIB intends to appoint Chartered Accountant firm Preparation of Fixed Assets Register and Physical verification of Fixed Assets of DUSIB.

### **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 shall be more than Rs.10 Lakhs (Ten Lakhs) in immediately preceding three financial years i.e. 2019-20, 2020-21 & 2021-22 supported by Audited Annual Financial Statements.
- e) Firm should have experience of at least five assignments in handling of preparation of Fixed Assets Register i.e. **Experience certificate issued by the Gazetted Officer not below the rank of Group-A shall be furnished for the work.**
- f) CA firm should not have been 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) shall 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) Two separate Bank Draft/Pay Order of Tender Fee and Earnest Money Deposit
- b) the Technical Bid, and
- c) the Financial Bid

**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 legally executed/issued, then technical and financial bids will be out rightly rejected. **The "Technical Bid" shall be placed in Envelope-II and the "Financial Bid" shall 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 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.

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.

### **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 Big envelope and sealed. The outer Big envelope shall bear the submission address, tender number and title of assignment.

The big envelope containing all the three envelopes should reach/dropped in the tender box in the office of B&FO (DUSIB), Punaravas Bhawan, I P. Estate, New Delhi latest by **12/06/2023 upto 3.00 P.M.**, which shall be opened at 3.30 P.M. on the same day in the presence of intending tenderers.

### **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.

### **9. Financial Evaluation:**

Financial bids of technically qualified bidder shall be opened publically 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 favour 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 (excluding GST) towards Performance Guarantee valid for a period of **Six (6) months** beyond the stipulated date of completion of services. The Performance Guarantee will be released after six months of the stipulated date of completion work or of rectification of errors, if any, found during appraisal/approval of the final deliverable by Competent Authority whichever is later.



## **11. Scope of Work:**

DUSIB have 17 divisions which are located in different location in Delhi and having numbers of sections/branches dealing with properties/assets of DUSIB. DUSIB is having a large number of Moveable/Immovable properties and other fixed assets located at various Divisions and other places all over Delhi. The various Assets of the Board consists of the following items

- i. Land
- ii. Building
- iii. Infrastructure Assets
- iv. Machinery
- v. Furniture, Fixture and Fittings
- vi. Motor Vehicles
- vii. Office equipment
- viii. Electrical Equipment
- ix. Computers and other IT related Assets
- x. Intangible Assets

These assets include difference types of mode of acquisition i.e. Taken over from MCD, Transferred by DDA and acquired through LAC, Self- constructed, Purchased etc.

The objective of this Agreement is to Preparation of Fixed Assets Register and Physical verification of Fixed Assets of DUSIB.

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

- i. Preparation of Asset Category wise List of Various Assets of DUSIB from the information obtained from the Divisions/DUSIB.
- ii. Physical verification of Fixed Assets of DUSIB jointly with a representative of DUSIB
- iii. Codification and tagging of Assets.
- iv. Updation of Fixed Assets Register with reference to the Purchase bills of Assets.
- v. Identification and recording of the cost of each building from the Books of Accounts.
- vi. Preparation of Fixed Assets Register so as to give the required information to the extent available.
- vii. Reconciliation of updated FAR with the Physical verification.
- viii. Reporting of variance noted on Physical verification.
- ix. Preparation of Fixed Assets Schedule.
- x. Reconciliation of Cost of Assets as per Fixed Assets Register with Books of Accounts.
- xi. Reporting of Impaired/ Non useable/ damaged Assets and suggesting its treatment in the Books of Accounts.
- xii. Signed copy of schedule of updated fixed asset for each year w.e.f 01/07/2010 onward shall be submitted to DUSIB.

## **12. Penalty for Delay in Project:**

In case of delay in completion of work, a penalty amounting 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 time for completion of the assignment shall be Eight months. Suitable extension of time may be considered by the Competent Authority if the delay in completion of the work is beyond the control and not reasons attributable to the agency. However, the decision of Competent Authority of DUSIB shall be final and binding on the agency.
- 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.
- 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 execution of assigned work to any 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 is found tampered, then the Firm shall be responsible for it. Firm will maintain confidentiality/secretcy of all the documents during the period of agreement and even after the period of agreement.
- e) Any misconduct/misbehavior on the part of team member/ manpower deployed by the firm shall not be condoned 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 of Fixed Assets Register and Physical verification of Fixed Assets of DUSIB. 20% Payment for the work will be made only after the approval of the Fixed Assets Register and Physical verification of Fixed Assets of DUSIB 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 absolute 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 Fixed Assets Register 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 DUSIB.

**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 DUSIB as an arrear of land revenue.
- iii. The work shall be got done from another firm at the risk & cost of the defaulting Firms & the additional cost, if any, shall be borne by CA firm.
- iv. The Firm Shall be black listed and intimation shall be sent to ICAI and C&AG of India in this regard for further action, if any.

**17. Force Majeure:-**

- a) Neither party is responsible for any failure to perform its obligations under this contract, if it is prevented or delayed in performing those obligations by an event of force majeure.
- b) Where there is an event of force majeure, the party prevented from or delayed in performing its obligations under this contract must immediately notify the other party giving full particulars of the event of force majeure and the reasons for the event of force majeure preventing that party from, or delaying that party in performing its obligations under this contract and that party must use its reasonable efforts to mitigate the effect of the event of force majeure upon its or their performance of the contract and to fulfill its or their obligations under the contract.
- c) Upon completion of the event of force majeure the party affected must as soon as reasonably practicable recommence the performance of its obligations under this contract.
- d) If the circumstance leading to force majeure occur, the affected party shall give a notice thereof to the other party including full particulars of the nature of the force majeure event, the affect it is likely to have on the affected parties performance of its obligation and the measures which the affected party is taking, or propose to take, to alleviate the impact of the force majeure event and restore the performance of its obligations. The obligations of the affected parties can be limited to the extend they are affected by the force majeure depending on the discretion of the DUSIB.
- e) The security deposit / performance guaranty shall not be revoked / encashed in case of force majeure situation(s) within 15 days of occurrence of force majeure.
- f) An event of force majeure does not relieve a party from liability for an obligation which arose before the occurrence of that event, nor does that event affect the obligation to pay money in a timely manner which matured prior to the occurrence of that event.

- g) The C.A firm has no entitlement and the DUSIB has no liability for: (a) any costs, losses, expenses, damages or the payment of any part of the contract price during an event of force majeure; and (b) any delay costs in any way incurred by the contractor due to an event of force majeure.
18. 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.
19. In case of any claims, disputes or differences relating to or arising out of the terms and conditions 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-II

01.8.23



**Name of Work: Preparation of Fixed Assets Register and Physical verification of Fixed Assets of DUSIB.**

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

[Location, Date]

To,

Dy Chief Accountant-II  
Delhi Urban Shelter Improvement Board,  
\_\_\_\_, Punarwas Bhawan, 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: Preparation of Fixed Assets Register and Physical verification of Fixed Assets of DUSIB.**

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

**FORM TECH-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 and Gurgram only)	
Address of Branch Office(s)	
Year of Establishment and No. of Years	
Contact Details (Including Phone no. and E-mail).	Land line Phone No.
	Mobile No.
	Email :
PAN No. of Firm	
C&AG Empanelment No.	
ICAI Registration No.	
GST Registration No.	
Turnover of the Firm for Last three years (2019-20, 2020-21 & 2021-22) as per Audited Financial statements	2019-20
	2020-21
	2021-22
	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 detail*



**Name of Work: Preparation of Fixed Assets Register and Physical verification of Fixed Assets of DUSIB.**

**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: Preparation of Fixed Assets Register and Physical verification of Fixed Assets of DUSIB.**

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

[Location, Date]

To:

Dy Chief Accountant-II  
Delhi Urban Shelter Improvement Board,  
\_\_\_\_, Punarwas Bhawan, 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 figures<sup>1</sup>]. 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: Preparation of Fixed Assets Register and Physical verification of Fixed Assets of DUSIB.**

**FORM FIN-2: FINANCIAL BID**

Particulars	Amount(In Rs.)
Total Professional fee for agreed deliverables and scope of the work for Preparation of Fixed Assets Register and Physical verification of Fixed Assets of DUSIB, w.e.f. 01/07/2010 to 31/03/2023 [excluding GST but including all other taxes/fees etc.]	

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