



DELHI INSTITUTE OF TOOL ENGINEERING
GOVT OF NCT OF DELHI

Wazirpur Industrial Area, Delhi . 110 052

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Ref. F.2 (101) /DITE/ACCTS./C-I

Dated: 23rd December, 2016

To

Sub.: Invitation for quotations for engaging Statutory Auditors for Audit of Accounts / Accounts related work of the Society of Delhi Institute of Tool Engineering (DITE) – Reg.

Delhi Institute of Tool Engineering (DITE) is a society registered under the Society Registration Act 1860 and functioning under the administrative control of the Department of Training & Technical Education, Government of NCT of Delhi and intends to invite Sealed Quotations from the Registered / Reputed Experienced Chartered Accountants to conduct the audit of accounts and accounts related work for the financial year 2017-18 [extendable up to maximum three years on year to year basis subject to approval of the Governing Council]. Accordingly sealed quotations are invited stating (Fee+ Taxes, if any) along with EMD of Rs. 2000/- (Rupees Two Thousand only) in the form of DD/ Banker cheque/ in favour of Delhi Institute of Tool Engineering or through RTGS details available at <http://dite.delhigovt.nic.in/circular/DITE-RTGS-DETAILS.pdf> [by sending the RTGS details information at secdite@gmail.com] to this office, by super scribing on the envelope “**Quotations for engaging statutory Auditor**” in a sealed cover addressed to the Assistant Manager (A/c) for the above mentioned scope of work on or before 31st January, 2017 up to 4.00 p.m.

Terms & Conditions:-

1. The Chartered Accountant/(s) should have experience of auditing the accounts of at least one Govt.Society/PSU/Banks etc.
2. The quotation should be duly signed by the Auditor/ Chartered Accountant himself or by all the partners of the firm with official stamp.
3. The audit work of the DITE will have to be completed within 30 days from the date of issue of order for audit.
4. **Auditor should quote the fees for the functions to be discharged which is mentioned in this enquiry letter.**
5. The fees quoted shall remain valid for the financial year 2017-18.

6. Payment will be made after satisfactory completion of the scope of work and submitting all necessary audited statements, annexure along with audit report/ observations and utilization certificate.
7. All auditable record/ information will be provided by the Delhi Institute of Tool Engineering (DITE) at its office located at Wazirpur Industrial Area, Delhi- 110052.
8. Work of audit will be assigned to the lowest quoted fee/ rate per year by giving the weight-age for experience in audit of Grantee Institutions under Govt. of NCT Delhi/ reputation of the firm for conducting similar work.
9. The competent Authority reserves the right to reject any or all quotations, without assigning any reason thereof.
10. In case of any dispute in the contracted agreement, the jurisdiction of court will be at NCT of Delhi.
11. Work shall be awarded on yearly basis up to three financial years subject to performance of Auditors /CA.
12. No payment except the fee quoted will be paid.
13. It is requested to put transparent cello tape on the quoted fee to avoid tampering.

The indicative scope of work is listed below:

1. To prepare the monthly trial balance.
2. To prepare Annual Receipt and payment accounts, income & expenditure statement and balance sheet along with necessary annexure, audit report and necessary explanations at the time of adoption of accounts in the AGM of the Society of DITE.
3. To prepare Bank Reconciliation Statement.
4. Reconciliation of Ledger Account
5. 100% scrutiny of vouchers.
6. Scrutiny of all ledgers / cash book.
7. Filing of periodical VAT returns/TDS returns (contractor)
8. VAT assessment.
9. Filing of WCT returns under DVAT Act and allied work.\
10. Transition work from DVAT regime to GST structure
11. E-Filing of Income Tax Returns of DITE for the respective years and allied work.
12. Preparation of utilization certificate
13. The audit work of the DITE will have to be completed within 30 days from the date of issue of order for the audit.
14. All auditable record / information will be provided by the Delhi Institute of Tool Engineering (DITE) as its office located at Wazirpur Industrial Area, Delhi 110052 or Okhla Industrial Area, Maa Anandmai Marg, New Delhi .
15. Any other work pertaining to accounts within the domain of Statutory Auditors.
16. Computation of Statutory payments, online compliance and liaison with these departments viz. EPFO, ESI, Income Tax etc. besides keeping the financial books updated on real time basis.

(Devender Singh)
Secretary