

TENDER DOCUMENT



Last Date and time for tender submission : 07.08.2019, 3.00 pm.

Date and time of tender opening : 07.08.2019, 3.30 pm.

Document Fee : Rs.590/- inclusive of taxes

(Rs.590/- as tender document fees and Rs. 5,000/- as earnest money through demand draft in favour of Secretary, MDDA payable at Dehradun should be submitted by 2:00 PM on or before 07.08.2019 to this office.)

Mussoorie Dehradun Development Authority
Transport Nagar, Saharanpur Road, Dehradun

Web Site - www.mddaonline.in
eMail_id - info@mddaonline.com

“ANNEXURE – A”

- 1. Requirement & Experience :** The Chartered Accountant Firm should be registered with the Institute of Chartered Accountants of India for atleast 10 years, having its head office at Dehradun with the experience of providing accounting services to a Development Authority for a minimum tenure of 5 years. Chartered Accountant Firm should be empanelled from CAG (Comptroller and Auditor General of India).

Documents Required : ICAI Registration, Address Proof, Work order of providing accounting services to a Development Authority or signed balance sheet of a Development Authority, CAG empanelment proof etc.

- 2. Scope of Work :** Apart from normal accounting work -->
 - a) Budget Monitoring (Estimation/Transfer/Revisions).
 - b) Detail & Deposition of TDS & GST deducted on Payments.
 - c) Detail & Deposition of Sales Tax & GST deducted/paid on Payments.
 - d) Various Financial Reports as required by Authority.
 - e) FDRs Maintenance (Booking of Accrued Interest & TDS).
 - f) Bank Reconciliations.
 - g) Advance payment & its Adjustments.
 - h) Advance Tax Calculation
 - i) Preparation of Accounts Book.
- 3. Physical Proof :** Hard copies of the documents which would be uploaded for E-tendering process should also be sent to this office on or before 07.08.2019 by 2:00 PM.
- 4. Terms of Payment :** MDDA will make payment to the firm who will be selected, on submission of the monthly bill (GST will be paid by the Authority at the prevailing rate).