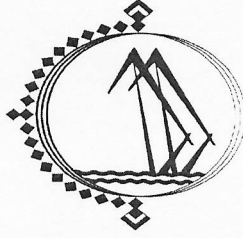


Telephone: 02836-230288  
Tele fax : 02836-220047  
Email : [facao@deendayalport.gov.in](mailto:facao@deendayalport.gov.in)  
: [fa\\_caacct@deendayalport.gov.in](mailto:fa_caacct@deendayalport.gov.in)  
Website : [www.deendayalport.gov.in](http://www.deendayalport.gov.in)



Office of FA&CAO  
Administrative Office  
Building  
Gandhidham (Kutchch)-

E-File No. Finance/Accounts/1812/AA2023-24/ I

Dated: 21-02-2024

**Sub: Quotation for "Providing Finance Personnel at Deendayal Port Authority"**

Deendayal Port Authority, a major port intends to call for quotes from Chartered Accountant Firms operating and having offices in Gandhidham/Adipur area since last 05 years for supply of 05 Nos. of Finance Personnel for a period of **08 months** for the scope of works as mentioned in the Terms & Conditions attached with the Quotation.

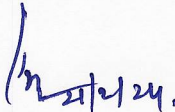
You are requested to submit your competitive offer for the subject work latest by 28/02/2024 up to 14:30 Hrs. The Offer will be opened on the same day at 15:30 Hrs. The CA Firm may remain present during the opening of the offer. The offers received after due date and time will not be accepted. The detailed terms and conditions along with Price Bid Format attached with the Quotation (**Annexure 1**)

The bidder shall submit a complete set of the bid document duly signed by them with official seal and date in each page showing their acceptance to the terms and conditions and other information forming part of the total bid document to the following address:-

Office of Assistant Manager(Finance),  
Accounts Section, Room No.28,  
Finance Department,  
A.O. Building,  
Gandhidham-Kutch-370201.

Thanking you,

Yours faithfully,

  
Assistant Manager(Accounts)  
Deendayal Port Authority

**GENERAL TERMS & CONDITIONS AND SCOPE OF WORK:**

**1. ELIGIBILITY OF THE FIRM:**

The Chartered Accountant Firm should be registered with the Institute of Chartered Accountants of India and should invariably be operating for at least last five years & must have office premises locally at Gandhidham/Adipur area. In case of .CA firms having no office premises locally, shall give an undertaking to hire the premises locally immediately on award of work. The C.A Firm has to submit copies of Registration Certificate down loaded from ICAI Web-site along with supporting documents of their legal status i.e. Proprietary firm, Partnership Firm or Company registered under the Company's Act.

**2. REQUIREMENT:**

DPA requires the services of a Chartered Accountant Firms operating for at least last five years and having offices locally in Gandhidham/Adipur for supply of 05 Nos. of Finance Personnel having basic accounts and computer knowledge for a period of 08 months for the scope of work as mentioned in the Quotation.

**3. WORKING TEAM:**

3.1. The CA Firm has to supply 05 Nos. of Finance Personnel on daily basis on all working days and also on holidays as per actual requirement. The staff can be posted in offices of Finance Department located at Kandla/Gandhidham. The Firm has to make its own arrangement for transportation of the staff posted at Kandla. The services of available staff bus can be availed upon payment of requisite fees.

3.2. The Partner or the Proprietor of the CA Firm has to monitor and guide his team members and is also required to visit DPA once in a week and whenever required by DPA team for discussion.

3.3. Daily attendance of the staff posted has to be maintained with the respective Controlling Officers, DPA.

3.4. The CA Firm has to make immediate alternate arrangement and provide substitute in case of absence of any of the working team member on any working day and also in case the performance of the staff provided is not found satisfactory.

**4. SCOPE OF WORK**

1. Data entry and preparation of reports in excel format.
2. Assisting in the compilation of Monthly Reports, Annual Accounts and Budget proposals.
3. Bank Reconciliation on daily basis.
4. Ledger reconciliation with source documents.
5. Reconciliation of Asset Register with Physical Verification Report in coordination with respective departments/Internal Auditors.
6. Reconciliation of TDS payable, TDS Receivable and GST ITC/payable with source documents.
7. Reconciliation of General and Provident Fund Investments with physical FDRs and working of TDS/interest accrued/clearance of such FDRs.



8. To attend any other incidental works to be assigned during the tenure at DPA. The working team has to visit the respective the divisions/departments at Kandla/Gandhidham personally as per requirement.

**5. PERIOD OF CONTRACT:**

The contract period shall be for a period of 08 months commencing from the 7th day of date of Work Order or date of actual commencement of work. The C. A. Firm is advised to study about the quantum of work before quoting price. The claim of C. A. Firm regarding quantum of work shall not be entertained after issuance of Work Order. The Price quoted shall be inclusive of all taxes and levies of Government and incidental charges. However, GST shall be paid extra as per prevailing rules. The price quoted shall remain firm during the currency of the contract.

**6. DOCUMENTS TO BE SUBMITTED:**

The C.A Firm has to submit copies of Registration Certificate down loaded from ICAI Web-site along with supporting documents of their legal status i.e. Proprietary firm, Partnership Firm or Company registered under the Company's Act. CA firms having no office premises locally, shall give an undertaking to hire the premises locally immediately on award of work. Copies of PAN & GST registration certificates.

**7. QUOTATION FEES:** Rs. 590/- (Inclusive of GST) shall be submitted in form of Digital mode of payment at Bank of Baroda, Gandhidham Branch, Account No. 10080100022427, IFSC code: BARBOGANKUT. Quotation which is not accompanied with quotation fee payment receipt shall summarily be rejected.

**8. EARNEST MONEY DEPOSIT:** Earnest money Deposit (EMD) of Rs.9600/-is payable only through Digital mode of payment at Bank of Baroda, Gandhidham Branch, Account No. 10080100022427, IFSC code: - BARBOGANKUT. E.M.D. submitted in any other form shall not be accepted. Quotation which is not accompanied by Earnest Money Deposit (EMD), shall be summarily rejected. The EMD of unsuccessful CA Firms will be refunded suo moto after ranking of the price bids. However, EMD of successful C.A. Firm will be released after successful completion of contract work.

**9. RATES:** The rates quoted must be inclusive of all taxes and levies (excluding GST) and incidental charges. Rates quoted shall be inclusive of expenses viz. compliance of all statutory laws/ labour laws relating to engagement of staff by the C.A Firm with Deendayal Port Authority including accommodation/ transportation and incidental charges etc at Gandhidham / Kandla. No any claims of contractor in this regard shall be entertained. The price quoted shall remain firm during the currency of the contract.

**10. AWARD CRITERIA:** The C.A firm whose price bid stand lowest, shall be awarded the assignment.

**11. PAYMENT TERMS:** Payment shall be released on monthly basis as per accepted monthly rate plus GST as admissible. Copy of attendance sheet of the working team of the C.A Firm duly attested by the concerned controlling officer of DPA must be enclosed with the Tax Invoice, without which no payment shall be released. The C.A firm is required to make alternate arrangement in case any team member remains absent on any working day failing which penalty shall be deducted from the monthly payment due as per terms and conditions of the contract. Income Tax and surcharge as applicable will be deducted from the monthly bill. The CA Firm is responsible for meeting with any and all tax liabilities arising out of the Contract unless it is stated otherwise in the Terms and Conditions.

**12. PENALTY PROVISION:** In case of unauthorised absence / non-deployment of requisite 05 Nos. of working team by C.A. firm, penalty of Rs. 500/- per day shall be imposed in addition to recovery from monthly payment on proportionate basis. DPA reserves the right to terminate the contract in case the performance of the working team and C.A Firm is not found satisfactory and if the CA Firm fails to make substitute arrangement during absence or non-performance of the working team. DPA has a right to terminate the contract giving week time notice. In case of termination of contract, EMD of the CA firm will be forfeited and firm may be debarred for future assignments of DPA.

**13. Force majeure :** This will be restricted to natural calamities and acts of GOD only.

**14.** Financial Advisor & Chief Accounts Officer reserves the right to cancel the quotation without assigning any reasons.

**15. FIRM'S OBLIGATIONS:** The C A Firm shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate staff accordingly. The C.A Firm shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Client, and shall at all times support and safeguard the Client's legitimate interests.

The CA firm shall hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests. The C.A. firm not to benefit from Commissions, Discounts, etc. The payment of the firm pursuant to the terms of contract shall constitute the only payment in connection with this Contract.

The CA Firm as well as staff engaged shall have no claim, right or title arising out of this engagement under the contract except the consideration agreed upon expressly as per terms of the contract.

**16. DPA's OBLIGATION:** DPA will only provide suitable infrastructure for sitting arrangement, Computer/ laptop, printer, stationery, so as to enable staff to complete day to day assignment.

**17. GOVERNING LAW & JURISDICTION:**

This Agreement shall be construed and interpreted in accordance with and governed by the laws of India, and the courts in Gujarat in which the Authority has its headquarters shall have exclusive jurisdiction over matters arising out of or relating to this Agreement.



PRICE BID

| Sr.No. | Particulars   | Estimated Value per month | Per month Price Quoted in words and in figures |
|--------|---|---------------------------|--|
| 1      | Providing 05 Nos. of Finance Personnel and supervision, involvement charges of the CA Firm as per the terms and conditions of the Quotation (excluding GST) | Rs.1,20,000/- per month   |  |

- GST shall be paid extra as admissible. TDS shall be deducted as applicable. The Firm has to produce GST Invoice for payment on monthly basis.

Authorized Signature

Name.....

Designation.....

Name of Firm.....

Address.....