

DFCCIL
(A Government of India Enterprise under Ministry of Railways)

FINANCE DEPARTMENT

INVITATION TO BID Name of Work: Maintenance of Accounts of DFCCIL

PART - A (ITB, GCC, SCC)

Tender No. : DFCCIL/HQ/F&AC/Contract Agreement/ Maintenance of Accounts

DECEMBER -2011

**Dedicated Freight Corridor Corporation of India Ltd.
5th Floor, Pragati Maidan Metro Station Complex
New Delhi - 110001**

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Dedicated Freight Corridor Corporation of India Ltd.

(A Government of India Enterprises under Ministry of Railways)

NOTICE INVITING BIDS

CONTRACT FOR MAINTENANCE OF ACCOUNTS OF DFCCIL Tender Notice NO.HQ/F&A/c/Contract Agreement/Maintenance of Accounts

Sealed Bids in *Single Packet system* are invited from eligible Consultants for Outsourcing of Maintenance of Accounts on monthly basis for DFCCIL for a period of two years extendable by additional one year.

Qualifying requirements, provisions of the tender, EMD etc. are given in detailed bid Document available on DFCCIL website <http://dfcc.in/> and www.dfccil.org. Interested parties may obtain Bid Document from the office of Assistant Manager/Finance, at H-4., 5th Floor, Pragati Maidan Metro Station Building Complex, New Delhi, on any working day between 11.00 hrs to 17.00 hrs and upto 13.00 hrs on 20.01.2012. The cost of work will be Rs.0.96 crore approximately. The cost of Bid document is Rs. 3000/- (non-refundable) in the form of DD or Pay Order only in favour **M/s DFCCIL, payable at Delhi** drawn on a scheduled or nationalized Bank. DFCCIL will not be responsible for non supply/non receipt of tender documents due to postal/courier delay. Tender document shall be opened at **15.30 hours on 20.01.2012**. If tender document is downloaded from website, cost of the tender document shall have to be deposited along with the bid failing which the offer shall be liable to summarily rejected.

Assistant Manager/Finance
DFCCIL
Phone: 011-23454778

INSTRUCTION TO BIDDERS (ITB)

1.0 GENERAL INSTRUCTION

DFCCIL desires to outsource certain accounting activities such as Maintenance of Accounts, Taxation, Mis Reporting, Finalization of Accounts and other Allied Services and invites bids for maintenance of accounts. All bids shall be prepared and submitted in accordance with the instruction contained in these documents (hereinafter to as the bid documents). The assignment is required to be executed at Corporate Office at New Delhi for a period of Two Years

The bids submitted after the time and date fixed for receipt of Bids as set out in the invitation to bid and not conforming to Notice Inviting Bids are liable to be rejected.

Issuances of bid documents will not automatically mean that such parties are considered qualified. DFCCIL is not responsible for loss/delay of any tender in transit.

2.0 SCOPE OF WORK (Requirement Specification)

The consultants should possess multi-disciplinary experience in the areas of Finance, Accounting and Taxation of the Company in CPSE environment and experience in execution of outsourced accounting functions as mentioned under scope of work as:

- a. Accounting of all payments and receipts, liabilities and assets using standard accounting package;
- b. Preparation of the monthly, quarterly and annual accounts and MIS reports of the Company and their submission to the management and to the Company's internal and statutory auditors and to provide all the necessary and satisfactory explanations about the accounting procedures and policies.
- c. Preparation of the company's Balance-Sheet at the end of the financial year and other periodical Accounts and Balance sheets, if required.
- d. Preparation of Quarterly Fixed Assets Register for Calculation of Depreciation as per Company's Act.1956 and as per Company Policy.
- e. Guidance on formation of Accounting Policies of the Company required for compliance of the requirements of the Companies Act, 1956.
- f. Development of a suitable MIS for management reporting.
- g. Preparation of CPM wise expenditure on monthly basis.
- h. Preparation of various details for management requirements, as and when required.
- i. Use of Standard Accounting Software, such as Tally/ERP and their customization for Accounting and MIS purposes.
- j. Calculation of Estimated Advance Income Tax Liability on Quarterly Basis.
- k. Advising in the matter of tax deduction at source (TDS) for various payments made by the Company as required under the Income Tax Act, 1961.
- l. Checking of TDS/WCT and TDS/WCT returns and to ensure their timely deposit with the Central/ State Governments and preparation of the monthly challans for payment of all Taxes/ duties and other related matters.
- m. Preparation of filing of Quarterly TDS Returns and annual WCT Returns on the basis of information made available in Accounts.
- n. Preparation and Submission of half yearly Service Tax Returns.
- o. Co-ordination with Internal Auditors, Statutory Auditors and Auditors from C&AG.
- p. Co-ordination with branches/ units for bills and vouchers.
- q. In case of Income Tax Scrutiny, preparation of details required by the Income Tax Authorities.
- r. Any other related service assigned by DFCCIL.

3.0 VALIDITY OF PROPOSAL

The proposal shall be kept valid for a period of 3 (three) calendar months from the date of opening.

4.0 QUALIFICATION REQUIREMENTS FOR BIDDERS

Tenders are hereby invited from Professional Consultant firms with expertise in both functional areas of Finance and Accounting and should possess multi-disciplinary experience in the areas of Finance, Accounting and Taxation of the Company in CPSE environment & other Public Limited Companies experience in execution of outsourced accounting functions as mentioned under scope of the work fulfilling the eligibility conditions set out below:

1. The Firm/Consultants should possess 05 years multi-disciplinary experience in the areas of Finance, Accounting and Taxation and other allied Accounting Services. **(Proforma A)**
2. The Firm/Consultants should possess past experience in executing outsourced accounting assignments of similar nature of at least two years satisfactory service. **(Proforma B)**
3. The Firm/Consultants should have H.Q/branch in Delhi/NCR.
4. The Firm/Cosultant must have satisfactorily completed in the last three previous financial years and the current financial years upto the date of opening of the tender, one similar work for a minimum value of 35% of the advertised tender value.
5. The contractual payment received by the Firm/Consultants in the previous three financial years and the current financial year upto the date of opening of tender shall be at least 150% of the approximate value of the work mentioned in the tender.
6. The Firm/Consultant should be able to depute a Professional Team as under: **(Proforma C)**
 - One Senior Partner shall visit once in week or as and when required.
 - Two qualified and experienced ACA/FCA, one of them should be with 3 years' post qualification experience. The FCA will be the team leader.
 - Two Senior Accountants with B.Com Graduate and at least 3 years experience.
 - Four Support staff with B.Com Graduate and having at least 2 year experience.
 - The entire incumbent should have the experience to do the work on computer and good knowledge of latest accounting package including tally/ERP.

Proforma A

Detail of multi-disciplinary experience in the area of Finance, Accounting and Taxation etc.

| S.No | Name of the organization (with address & telephone no.) | Year for which worked. |
|-------------|---|-------------------------------|
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Proforma B

Detail of Experience of Outsourced Accounting Assignments

| S.No | Name of the organization (with address & telephone no.) | Year for which worked. |
|-------------|---|-------------------------------|
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Proforma C

Detail of Qualification and Experience of Key Personnel

| S.No | Name of Key Personnel | Qualification | Post Qualification Experience | Experience in Outsourced work. | Employed in your firm since |
|------|-----------------------|---------------|-------------------------------|--------------------------------|-----------------------------|
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5.0 EARNEST MONEY DEPOSIT (EMD)

Earnest Money Deposit of Rs.1.92 lakhs (Rupees One Lakh Ninety Two Thousand only) shall accompany the Bid. The EMD offered shall be in the form of a crossed Bank Draft / Bankers Cheque in favour of DFCCIL payable at Delhi.

The bids not accompanied by EMD shall be summarily rejected.

The EMD of all unsuccessful Bidders except that of the successful bidders(s) will be discharged/ returned after the award of the contract. The EMD of successful bidders will be adjusted against the security deposit amount. No interest will be paid by DFCCIL on the above EMD amount.

Earnest Money shall be forfeited in case of revocation of Bid or increase in rates or change (s) in any terms & conditions after opening of the tender and before the expiry of validity of the bid. EMD shall also be forfeited if the contractor refuses to enter into a contract after being awarded the contract or does not commence work immediately after the award.

6.0 SUBMISSION OF BIDS

All bids shall be submitted "in sealed cover" in one packet only which should be superscribed as "TENDER FOR OUTSOURCING OF MAINTENANCE OF ACCOUNTS". , Tender No., Date of Opening etc and address to the Group General Manager/Finance, DFCCIL, 5th Floor, Pragati Maidan Metro Station Building Complex, New Delhi-110001. and dropped in the Tender Box kept in the Corporate Office of DFCCIL latest by 1500 hrs on 20.01.2012 positively It should be accompanied by all the requisite documents along with EMD mentioned in the tender form. The bid should include the original bid documents duly signed and stamped.

7.0 PRICE BASIS, CURRENCIES & LANGUAGE OF BID

The bidder shall quote rates in 'Part-B - Price schedule'. The bidder shall quote in his Bid, rates below/above as required in the Bid sheets in Section-4, for the entire scope of work. Bids based on a system of pricing other than that specified shall be rejected. The bid prices shall be in Indian rupees only. Rates are to be quoted both in figures and words. In case of any discrepancy in rates between figures and words, the rates quoted in words will prevail over rates

quoted in figure. All information in the bid shall be in English. Failure to comply with these requirement will render the bid liable for rejection.

8.0 SIGNATURE OF BIDS & DOCUMENTARY PROOF

The bid must contain the full name, designation and complete address of place of business of the person(s) signing the bid. Satisfactory evidence of authority of the person signing on behalf of the Bidder should be furnished. (Annexure-A).

9.0 SECURITY DEPOSIT

- 9.1 The successful Bidder shall submit the security deposit of 5% of CONTRACT VALUE which will be recovered only from running bill of contract and no other mode of Bank Guarantee or FDR shall be accepted. The amount of security deposit will be retained till the 60 days period after the completion of contract. The security deposit is intended to secure the satisfactory Performance of the entire contract. Failure to faithfully perform and carry out the various activities within the time period defined in the contract may result in invoking either whole or part of the contract Performance guarantee. However, it is not to be construed as limiting the recoverable under the contract. In case the security deposit is invoked, Firm/Consultant shall deposit the balance amount so as to maintain security deposit of 5% all the time till validity of the contract.
- 9.2 On acceptance of tender the successful tenderer shall have to submit Performance guarantee amounting to 5% of the contract value in any one of the form of irrevocable Bank Guarantee or FDR from Nationalized or scheduled bank in favour of DFCCIL, New Delhi. The Performance guarantee will be furnished after LOA has been issued but before signing of agreement and should be valid upto two months beyond expiry of the completion period. The agreement should normally be signed within 15 days after issue of LOA and same should be submitted within this time limit.

10.0 CHECK-LIST

The bidders are requested to duly fill in the checklist as per Annexure-B. The checklist is only a reminder of certain important items, to facilitate the Bidder. This, however, does not relieve the bidder of its responsibility to make sure that his proposal is otherwise complete in all respects.

11.0 DEVIATIONS

The Firm/Consultant must comply with the tender specification and all terms and conditions of contract. No deviation shall be entertained. A certificate stating no deviations from the NIB or its amendments have been made is to be furnished.

GENERAL TERMS AND CONDITIONS OF CONTRACT

1.0 VOLUME OF WORK

No guarantee can be given of any definite volume which will be entrusted to the Firm/Consultant at the beginning or throughout the period of the contract.

2.0 DEFINITION OF TERMS

- a. "Contract Documents" shall mean this bid document containing Instructions to bidders, General Terms and conditions of Contract, Special Conditions of Contract, Contracts proposal, minutes of clarifications to the extent they have been accepted by DFCCIL prior to the Award of the contract and Contract Agreement. A proforma of the agreement to be executed between DFCCIL and the Firm/Consultant is given at the end of this section.
- b. "NCR Area" means Gurgaon, Delhi, Noida, Greater Noida, Ghaziabad and Faridabad.
- c. "Firm/Consultant" shall mean the bidder whose bid will be accepted by DFCCIL and shall include such successful bidder's legal representatives, successors and permitted assigns, from time to time for the purpose of the contract.
- d. "Letter of Award" shall mean the official notice issued by the DFCCIL notifying the Firm/Consultant that his proposal has been accepted.
- e. "Officer in Charge" shall mean DFCCIL officer dealing with the Performance and operations of the contract.

3.0 FIRM/CONSULTANT'S AGENTS/EMPLOYEES

No other person except Firm's/Consultant's authorized representative shall be allowed into DFCCIL premises and they shall not do any private work other than their normal duties.

Firm/Consultant shall be directly responsible for any/all disputes arising between him and his personnel and keep DFCCIL indemnified against all losses, damages and claims thereof.

The personnel engaged by the Firm/Consultant shall be on the duty of the Firm/Consultant and under no circumstances shall be deemed to be on the duty of DFCCIL. DFCCIL shall have no relationship of Master and Servant or principal and Agent or nexus of any kind whatsoever with such staff deployed by the Firm/Consultant. Such staff shall not be entitled to claim any right, privilege or benefit from DFCCIL and in the event of any such claim, the Firm/Consultant undertakes to indemnify DFCCIL for any loss or damage, financial or otherwise.

The personnel engaged by the Firm/Consultant shall be subject to security check by DFCCIL security staff while entering/leaving the premises. Such personnel shall have to abide by the instructions of the security staff and other officers of DFCCIL authorized in this behalf. Failure to faithfully follow instructions would be deemed infringement of tender conditions.

4.0 DURATION OF CONTRACT

The duration of the contract for work to be undertaken by the Firm/Consultant is 2 (Two) years from the date of issue of letter by DFCCIL. However, the contract may be extended for a further period upto one year on same terms and conditions at the sole discretion of DFCCIL. In case of extension, the Firm/Consultant shall be bound to provide the service in the extended period on the same terms and conditions.

5.0 OPENING OF TENDER

The Tender/Bid received will be opened at 1530 hrs on 20.01.2012 in the presence of the authorized representative of the tendering firm, if any. The tenderer shall sign at the bottom right hand corner of every page of the tender documents in token of acceptance of DFCCIL's conditions.

6.0 PURCHASE OF TENDER DOCUMENT:

The Tenderer may download Tender documents constructing details terms and conditions from DFCCIL Website website www.dfcc.in and www.dfccil.org. Interested parties may obtain Bid Document from the office of Assistant Manager/Finance, H-4, 5th Floor, Pragati Maidan Metro Station complex, New Delhi, on any working day between 11.00 hrs to 17.00 hrs and upto 13.00 hrs on 20.01.2012 The cost of Bid document is Rs. 3000/- (non-refundable) in the form of DD or Pay Order only in favour **M/s DFCCIL, payable at Delhi** drawn on a scheduled or nationalized Bank. DFCCIL will not be responsible for non supply/non receipt of tender documents due to postal/courier delay. Tender document shall be opened at 15.30 hours on 20.01.2012. If tender document is downloaded from website, cost of the tender document shall have to be deposited along with the bid failing which the offer shall be liable to summarily rejected.

7.0 AWARD OF CONTRACT

DFCCIL will intimate the award of Contract in writing to the successful bidder. The contract will be awarded to the qualified, experienced and responsive bidder offering the lowest price in conformity with the requirements of these documents and DFCCIL shall be the sole judge in this regard.

The bidders to whom this tender is to be awarded against this tender shall not be entitled to any compensation or consideration in case of such events. DFCCIL reserves the right of rejecting/accepting either the whole or any part of the proposal. The Firm/Consultant shall be fully responsible and shall be bound to perform the job allocated to him at his quoted rates and terms and conditions that have been accepted by Firm/Consultant.

DFCCIL reserves the right to assess bidder's capability and capacity to perform the contract from other sources, should the circumstances warrant such assessment in its overall interest.

8.0 TAXES, DUTIES, LEVIES ETC.

The Bidders shall be registered with the Commissioner of Central Excise for the purpose of service -tax and shall furnish a copy of the Registration Certificate along with the bid documents. Firm/Consultant shall pay all income-tax, surcharge on Income Tax and any other Corporate Tax. Further, the Firm/Consultant shall be liable and fully responsible for payment of all Indian duties, levies, service tax, VAT and any other taxes attracted/assessed on him under the provisions of the Indian laws. DFCCIL shall not bear any tax liability under any circumstances whatsoever. DFCCIL shall deduct income tax or any other tax at source from all the payments to be made to the Firm/Consultant in accordance with the provision of Indian tax laws, as applicable from time to time, and deposit the same to the concerned Govt. Authorities. Documentary evidence towards having paid the taxes to the Govt. shall have to be produced by the Firm/Consultant, if so required by DFCCIL.

9.0 TERMINATION OF CONTRACT

If at any time the Firm/Consultant makes any default in proceeding with the work with due diligence and continues to do so even after the notice in writing is served on him or commits any default in complying with any of the terms and conditions even after the notice in writing is given on that behalf by the Officer-in-charge,. DFCCIL may, without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to DFCCIL by written notice, terminate the contract as a whole or a part of the Contract.

10.0 FORFEITURE OF EMD

The earnest money deposited (EMD) will be forfeited if the tender withdraw or amends, impairs and derogates from the tender in any respect within the period of validity of tender or fails to furnish the Proformance Security Deposit.

11.0 EFFECT AND JURISDICTION OF CONTRACT

The contract shall be considered as having come into force from the date the agency is empanelled by DFCCIL. The laws applicable to this contract shall be the laws in force in India. The Courts of Delhi shall have exclusive jurisdiction in all matters arising out of and under this contract.

12.0 ARBITRATION

In the event of any dispute or difference whatsoever arising under this contract or in connection therewith including any dispute relating to existing meaning and interpretation of this contract, the same shall be referred to the sole arbitrator as appointed by DFCCIL. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act 1996.

Notwithstanding any dispute between the parties, the agency shall not be entitled to withhold, delay or defer its obligation, under the contract, and the same shall be carried out strictly in accordance with the terms and conditions of contract.

13.0 OBLIGATION OF DFCCIL

DFCCIL shall be responsible for providing the sufficient space, computers, printers, tables, chairs, stationery and one room for senior partner with landline [hone facility].

14.0 DEFENCE OF SUITS

If any action in court is brought by a third party against DFCCIL or an officer or agent of the DFCCIL for the failure or neglect on the part of the Firm/Consultant to perform any acts, matter, covenants or things under the Contract, of for any damage or injury caused by the alleged omission or negligence on the part of the Firm/Consultant, his agents/representatives or his sub-Firm/Consultants, drivers or employees, the Firm/Consultant/agency shall in all such cases be responsible and indemnify and keep DFCCIL and/or his representative harmless from all losses, damages, expenses or decrees arising out of such action.

15.0 PAYMENTS

Payment shall comprise rate as per final contract price and reimbursement costs as detailed in Price schedule, Section 4 and there shall be no other payments. Firm/Consultant shall be solely responsible for payment of wages/salaries and allowances to his personnel that are payable or might become payable under any new Act or order of Government and also comply with all the statutory laws/acts i.e. PF, ESI etc. relating to their employees. DFCCIL shall have no liability, whatsoever, in this regard.

SPECIAL CONDITIONS OF CONTRACT

1.0 PRICE VARIATION / REVISION

The Rates on monthly basis for the Second year of contract shall be increased by 10% over the rates of first year. The revision of rates for the extended period i.e. 3rd year with further 10% increase shall be considered based on the Proformance in maintaing the accounts.

2. 0 PAYMENT AND REIMBURSALS

The Firm/Consultant shall submit bills, in duplicate, to the Administration Department along with copy of attendance register or duty slips. Efforts shall be made for payment to be released to the agency through ECS/EFT within 15 days on receipt of bill complete in all respects. TDS as applicable shall be deducted from the bills of the Firm/Consultant. Bills having cutting and over-writing shall not be entertained unless authenticated by the user. No advance payment shall be made under any circumstances.

The Firm/Consultant shall give consent in a mandate form for receipt of payment through ECS/EFT/RTGS. Charges if any will be on account of the Firm/Consultant.

The Firm/Consultant shall provide the details of Bank Account in line with RBI guidelines for the same. These details would include Bank Name, Branch name and address, Account type, Bank A/c No. and Bank and Branch Code as appearing on MICR cheque issued by the Bank.

The Firm/Consultant shall attach certificate from their Bank certifying the correctness of all the information mentioned in above Para.

In case where ECS/EFT facility is not available, payment shall be released through Cheque.

PROPOSAL

To

Assistant Manager/Finance
DFCCIL, 5th Floor,
Pragati Maidan Metro Station complex, New Delhi -
110001

Sub: PROPOSAL FOR MAINTENANCE OF ACCOUNTS

Dear Sir,

I/We, the undersigned (hereinafter called "The Bidder", having read & examined all the sections of Part-'A' and Part 'B' of these documents alongwith Notice - Inviting Bids in connection with the above mentioned works, offer to execute and complete the whole of the said work if awarded to us, in conformity with the said Bid documents.

I/We hereby submit our bid and undertake to keep our bid for above work valid for a period of three (03) months from the date of opening of bid. We hereby further undertake that during the said period I/We shall not vary/alter or revoke my/our bid.

Unless and until a formal agreement is prepared and executed, this offer together with your written acceptance thereof shall constitute a binding contract between us. We understand that DFCCIL is not bound to accept the lowest or any offer it may receive. If our offer is accepted, we undertake to complete the whole/ or part portions of the work as awarded to us within the time stated herein.

The particular of our Organization & other relevant details are enclosed.

Signed

In the capacity of.....

Duly authorized to sign offers for and on behalf of

Bidder's Name

CHECKLIST

Bidders Name:

| SN | Items Description | Reference | Enclosed |
|----|-------------------|-----------|----------|
|----|-------------------|-----------|----------|

Envelope -1 i.e. Technical /Qualification Bid

| | | | |
|----|--|-----------------------------------|--------|
| 1 | Earnest Money Deposit | Clause 5.0 Section-1 | YES/NO |
| 2 | Security Deposit | Clause 9.0 Section-1 | YES/NO |
| 3 | Qualification requirements for bidders | Clause 4.0 Section-1 | YES/NO |
| 4 | Detail of multi-disciplinary experience | Clause 4.0 Section-1 (Proforma A) | YES/NO |
| 5 | Detail of Experience of Outsourced Accounting Assignment | Clause 4.0 Section-1 (Proforma B) | YES/NO |
| 6 | Registration Certificate of Service Tax | Clause 8.0 Section-2 | YES/NO |
| 7 | Brief details of the bidder | Form-1 | YES/NO |
| 8 | Proposal in original (duly signed & stamped) | Annexure-A | YES/NO |
| 9 | Check-list | Annexure-B | YES/NO |
| 10 | Certificate of no deviations. | Clause 11.0 Section-1 | YES/NO |
| 11 | Authorization letter in favour of person signing the bid documents | Clause 8.0 Section-1 | YES/NO |

Envelope-2 i.e. Financial Bid

| | | | |
|-----|----------------|-------------|--------|
| 1.0 | Price Schedule | Appendix- B | YES/NO |
|-----|----------------|-------------|--------|

(In case answer to any of the above is in 'NO', the price bid will not be opened and the technical and financial bids shall be summarily rejected)

BRIEF DETAILS OF THE BIDDER

A General Information:

1. Name of the Firm/Consultant: _____
2. Complete postal address with Telephone /Fax No:
 - i. ^{1.} Corporate Office: _____
 - ii. Regional Office: _____
 - iii. Branch
Office: _____
3. Date of Incorporation:
(Please attach proof) _____
4. Standing of the Firm: _____
5. Turnover of last three years. :
(Copies of the Annual Reports to be enclosed).

B Experience Record:

- a. Details of experience during the last 05 years in the areas of both functional areas of Finance and accounting and should possess multi-disciplinary experience in the areas of Finance, Accounting and Taxation of the Company in the Infrastrure Sector in CPSE environment and experience in other companies in execution of outsourced accounting functions as mentioned under scope of work Para 3.0.
- b. Details of past experience in executing outsourced accounting assignments of similar nature in CPSEs and other companies, of which at least two years satisfactory service. The contact person in the customer organization along with their contact particulars may be provided.

Government of India Enterprise under Ministry Of Railways)

FINANCE DEPARTMENT

INVITATION TO BID Name of Work: Maintenance of Accounts of DFCCIL

PART - B (PRICE SCHEDULE)

Tender No. : DFCCIL/HQ/F&AC/Contract Agreement/ Maintenance of Accounts

DECEMBER -2011

**Dedicated Freight Corridor Corporation of India Ltd.
5th Floor, Pragati Maidan Metro Station Complex
New Delhi - 110001**

**Price Schedule (Financial Bid)
For Outsourcing of Maintenance of Accounts**

| S. No | Schedule of Work | Lump sum Monthly Rate of Total Scope of Work (inclusive of Service tax etc) |
|----------|--|---|
| a. | Accounting of all payments and receipts, liabilities and assets using standard accounting package; | |
| b. | Preparation of the monthly, quarterly and annual accounts and MIS reports of the Company and their submission to the management and to the Company's internal and statutory auditors and to provide all the necessary and satisfactory explanations about the accounting procedures and policies | |
| c. | Preparation of the company's Balance-Sheet at the end of the financial year and other periodical Accounts and Balance sheets, if required | |
| d. | Preparation of Quarterly Fixed Assets Register for Calculation of Depreciation as per Company's Act.1956 and as per Company Policy. | |
| e. | Guidance on formation of Accounting Policies of the Company required for compliance of the requirements of the Companies Act, 1956. | |
| f. | Development of a suitable MIS for management reporting. | |
| g. | Preparation of CPM wise expenditure on monthly basis | |
| h. | Preparation of various details for management requirements, as and when required. | |
| i. | Use of Standard Accounting Software, such as Tally/ERP and their customization for Accounting and MIS purposes | |
| j. | Calculation of Estimated Advance Income Tax Liability on Quarterly Basis. | |
| k. | Advising in the matter of tax deduction at source (TDS) for various payments made by the Company as required under the Income Tax Act, 1961. | |
| l. | Checking of TDS/WCT and TDS/WCT returns and to ensure their timely deposit with the Central/ State Governments and preparation of the monthly challans for payment of all Taxes/ duties and other related matters. | |
| m. | Preparation of filing of Quarterly TDS Returns and annual WCT Returns on the basis of information made available in Accounts. | |
| n. | Preparation and Submission of half yearly Service Tax Returns. | |
| o. | Co-ordination with Internal Auditors, Statutory Auditors and Auditors from C&AG. | |
| p. | Coordination with branches/units for bills and vouchers, | |

| | | |
|----|---|--|
| q. | In case of Income Tax Scrutiny, preparation of details required by the Income Tax Authorities.. | |
| r. | Any other related service assigned by DFCCIL. | |

Note: The Rates after one year will increase by 10%.

Date:

(Signature)

(Name)

Membership No:

Address:

Assistant Manager/Finance
Dedicated Freight Corridor Corporation of India Limited
5th Floor Pragati Maidan Metro Station Building Complex.
New Delhi