



MUNICIPAL CORPORATION YAMUNA NAGAR-JAGADHRI

Work Order

To,

B.M. Varma & Co.
Chartered Accountants
S.C.O. 80-81, Sector-17 C
Chandigarh

Memo No.

9911/Acctt

Dated

26/9/17

Subject:-

Engagement of Chartered Accountant firm for Maintenance of Accounts on Double Entry System for the year 2016-17

This is in reference to your application no nil dated 13.06.2017 on the subject cited above.

Your Firm has been engaged for performing the following work on rate quoted by you inclusive of all Taxes i.e. 34,500/- for the year 2016-17:-

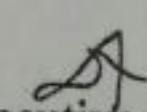
1. Preparation of books of accounts (Main Cash Book, Day Book, Grant Cash Books, Ledgers, Stock Registers, Assets Registers etc) on Double Entry Accrual Basis System for the period from 01.04.2016 to 31.03.2017.
2. Preparation of monthly Bank reconciliation statements of all the bank accounts of the Municipal Corporation, Yamuna Nagar- Jagadhri for the period from 01.04.2016 to 31.03.2017.
3. Preparation of Balance Sheet, Receipt & Payments Account, Income & Expenditure Account for the year 2016-17 from the record entries maintained in books of accounts of the Municipal Corporation, Yamuna Nagar-Jagadhri.

Term & Conditions:-

1. The accrual based Double Entry Accounting System would be based upon the converts of Institute of Chartered Accountants of India as already followed upto the year 2015-16 and any amendments made thereof.
2. The work of consolidation of record entries and preparation of Balance Sheets for the year 2016-17 will be finalized within a period of 4 months from the date of issue of the order failing which penalty @ Rs.500/- per day shall be imposed after the completion of time period till the default continues. However the CMC in case of exceptional circumstances may extend the time period & waive the penalty whatsoever.
3. Payment will only be released subject to the satisfaction of the undersigned or the committee constituted by the undersigned after verifying the quality and specification work.

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4. In case of any dispute, jurisdiction of courts of Jagadhri is applicable.
5. In case of dispute between firm & MC, Yamuna Nagar-Jagadhri, the matter shall be referred to the sole Arbitrator i.e. the Secretary Local Govt. Haryana, Panchkula and the decision of the Arbitrator shall be final and binding on both the parties.
6. In case of failure to complete the work within the specified period or violation of any terms & conditions, earnest money shall be forfeited.
7. The MC, Yamuna Nagar-Jagadhri shall provide access to MIS and other information relevant as required for the task/job. Appropriate office space and infrastructure for the project team shall be provided by MC, Yamuna Nagar-Jagadhri. Availability of counterpart team discussion and sharing knowledge with operational staff shall also be arranged.
8. Terms of payment:-
 - 1). 80% payment of the agreement amount shall be paid after completion of accounts and submission of balance sheet for the year 2016-17 .
 - 11). The remaining 20% amount as full & final payment shall be paid after acceptance of balance sheet.


Executive Officer,
Municipal Corporation,
Yamuna Nagar-Jagadhri.

