

GOVT. OF NCT OF DELHI
DELHI URBAN SHELTER IMPROVEMENT BOARD
(An Autonomous Body of Govt. of NCT Delhi)
Room No.E-4
Vikas Kutir,I.P.Estate New Delhi-02

No. **D-273/A0149/25**

Dated: **10-11-25**

NOTICE INVITING QUOTATIONS

Sub: Regarding engagement of professional Chartered Accountant firm for filing TDS/Income-Tax/ GST returns etc. related to tax deducted from salaries of DUSIB staff/officers & Tax deducted by DUSIB from payments made to Contractors /agencies/firms / professionals etc. and claiming refund of TDS wrongly deducted and deposited with tax authorities

Delhi Urban Shelter Improvement Board (DUSIB) has come in existence under Delhi Urban Shelter Improvement Board Act, 2010 which has been passed by the Legislative Assembly of the National Capital Territory of Delhi on the 01st April, 2010 and has come in force by the orders of Hon'ble Lt. Governor of Delhi on 1st July, 2010, hence DUSIB is a Government Department. The services of professional CA firm for filing TDS/Income-Tax/ GST returns etc relates to tax deducted from salaries of DUSIB staff/officers & Tax deducted by DUSIB from payments made to Contractors /agencies/firms / professionals etc. and claiming refund of TDS wrongly deducted and deposited with tax authorities by firms/agencies etc dealing with the DUSIB are required for which Delhi Urban Shelter Improvement Board invites sealed Quotations from Chartered Accountant Firms having HQ in Delhi or NCR cities (Ghaziabad, Faridabad, Noida, Gurugram only). The scope of work is as under.

Scope of work.

- 1.a To file **TDS return related to TAN No of DUSIB(HQ)** related to Income Tax deducted from salary of DUSIB staff and TDS deducted from payments made to contractors/ professionals etc for **F.Y 2025-26 (Quarterly basis) and completion of mandatory compliances with tax authorities related with this matter as per applicable laws.**
- 1.b To file **Income -Tax return** related to **PAN No of DUSIB for F.Y 2024 - 2025&2025-26** and claiming TDS refund etc if wrongly deducted during 2025-26 and applicable previous years **and also completion of mandatory compliances with tax authorities related with this matter as per applicable laws..**
- 1.c To file **GST return of DUSIB(HQ) for F.Y 2025-26 (monthly basis)and also completion of mandatory compliances with tax authorities related with this matter as per applicable laws.**

Arcit
Programmer

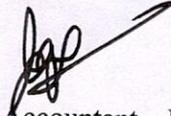
10/11/25

Diary No. **1130** PDCIT/IPS
Date **10/11/25**
Computer Division (DUSIB)
Govt. of NCT of Delhi

Note: The filing of returns shall be done in time bound manner as per time schedule of tax authorities

2. Attending any notice of tax authorities received in connection with works mentioned at S.No 1 & 2 above and its proper disposal with tax authorities.
3. Obtaining Exemption Certificate in r/o DUSIB.
4. Providing assistance for pending court cases related to tax issues of DUSIB.

All eligible Chartered Accountant Firms having HQ in Delhi or NCR cities (Ghaziabad, Faridabad, Noida, Gurugram only) are hereby requested to quote their fee for the works mentioned above. The payment of work will be according to lowest Quoted rates finalized and same will be released after completion of assigned work /scheduled work. The sealed quotations should be received on or before 19.11.2025 at 3.00 P.M & will be opened on the same day i.e. 19.11.2025 at 3.30 P.M in the presence of intending quotationers in the room of BFO (DUSIB) Room No.09, Punarwas Bhawan, I.P. Estate, New Delhi-110002


Dy. Chief Accountant – I

Distribution:

- ✓ 1. Dy.Director (System) for uploading the NIT on DUSIB website.
2. ICAI for information & Circulation at their end.

TERMS & CONDITIONS

1. Background

Delhi Urban Shelter Improvement Board (DUSIB) has come in existence under Delhi Urban Shelter Improvement Board Act, 2010 which has been passed by the Legislative Assembly of the National Capital Territory of Delhi on the 01st April, 2010 and has come in force by the orders of Hon'ble Lt. Governor of Delhi on 1st July, 2010. The Slum & JJ Department which was earlier part of MCD was transferred to this Board. The Slum & JJ Department was not set up under any statute, but as part of the MCD in 1962. The department was entrusted with the work of operating the provisions of Slum Areas (Improvement & Clearance) Act, 1956. However, Slum & JJ Department was transferred back & forth from MCD to DDA from 1974 till 1980 and was finally with MCD, since September, 1992. DUSIB is primarily responsible for improving the quality of the life of Slum & JJ Dwellers in the capital city of Delhi.

2. Basic Eligibility Criteria:

- a) Firm applying should be registered with the Institute of Chartered Accountants of India (ICAI) & Income Tax and Goods and Service Tax (GST),
- b) Firm applying should be having minimum experience of 5 years as practicing Chartered Accountant firm and shall provide self attested Certificate to this effect.
- c) Firm applying should provide atleast 3 self attested Certificate/ work order having being issued by Government agencies.
- d) Chartered Accountant firm should not have been blacklisted by any institution/organization and government undertaking. A notarized self-declaration on duly stamp paper should be attached.

Documentary proof related to registration, experience, work order, Self Declaration etc. shall be submitted by the firm.

3. Submission and Opening of Quotations:

The Sealed Quotations should reach/dropped in the tender box in the office of B&FO (DUSIB), Room No. 09, Punarwas Bhawan, I P. Estate, New Delhi latest by 19.11.2025 upto 3.00 P.M, which shall be opened at 3.30 P.M. on the same day in the presence of intending tenderers.

4. Security Deposit

The Chartered Accountant Firm will furnish within 10 days of the issue of Work Order, an Account Payee Demand Draft in favour of "**Delhi Urban Shelter Improvement Board**" payable at **New Delhi**, from any nationalized or scheduled commercial Bank in India or Deposit the amount through NEFT / RTGS in DUSIB Bank A/C No 3086234857 maintained in Central Bank of India, Vikas Minar New Delhi an amount equivalent to 5 % (Five Percent) of the total contract value as Security Deposit. The security deposited will be released within six months of the completion of work.

5. **Guidelines for timely completion of work & penalties for non completion:**

- a. The Chartered Accountant firm shall complete all the above mentioned works assigned to the Firm in a time bound manner as fixed by the Tax Authorities and shall also comply with directions issued time to time by authorities of DUSIB.
- b. In case of non compliance of the work assigned and directions issued by the authorities in the time bound manner of DUSIB to the Chartered Accountant firm, DUSIB shall be at liberty to terminate the contract after giving the Firm an opportunity of being heard to the Firm and shall forfeit the Security Deposit deposited by the Firm.
- c. In case of any of the above events, the Firm Shall be black listed for a period of 3 years and intimation shall be sent to ICAI and C&AG of India in this regard for further action, if any

6. **Payment Schedule:**

Payment for the work will be made only after successful completion of the work assigned as per schedule. No out of pocket expenses of any nature shall be reimbursed to Chartered Accountant firm.

7. **Governing Law and Jurisdiction:-**

- a. This Agreement shall be governed by and construed in accordance with the **laws of India.**
- b. In case of any dispute arising out of this Agreement, the same shall be subject to **exclusive jurisdiction of the courts at Delhi**

CEO, DUSIB has complete right to either accept or reject any or all bids without assigning any reason what so ever in the interest of Department/ Government & the same will be acceptable to bidder.



Dy. Chief Accountant-I

DRAFT AGREEMENT

For Engagement of Chartered Accountant firm for filing TDS/Income-Tax/ GST returns etc.

This Agreement is executed on this ____ day of _____, 2025, at Delhi, by and between:

1. Parties to the Agreement

Delhi Urban Shelter Improvement Board (DUSIB), an Autonomous body under the GNCTD, having its registered office at Punarwas Bhawan ,I.P. Estate, New Delhi-110002 hereinafter referred to as the "**Client**" (which expression shall, unless repugnant to the context or meaning thereof, include its successors and assigns);

AND

_____, a [Private Limited / LLP / Proprietorship] registered under [Applicable Act], having its office at [Address], hereinafter referred to as the "**Firm**" (which expression shall, unless repugnant to the context or meaning thereof, include its successors and permitted assigns).

2. Basic Eligibility Criteria:

- 2.1 Firm applying should be registered with the Institute of Chartered Accountants of India (ICAI) & Income Tax and Goods and Service Tax (GST),
- 2.2 Firm applying should be having minimum experience of 5 years as practicing Chartered Accountant firm and shall provide self attested Certificate to this effect.
- 2.3 Firm applying should provide atleast 3 self attested Certificate/ work order having being issued by Government agencies.
- 2.4 Firm should not have been blacklisted by any institution/organization and government undertaking. A notarized self-declaration on duly stamp paper should be attached.

Documentary proof related to registration, experience, work order, Self Declaration etc. shall be submitted by the firm.

3. **Submission and Opening of Quotations:**

The Sealed Quotations should reach/dropped in the tender box in the office of B&FO (DUSIB), Room No. 09, Punarwas Bhawan, I P. Estate, New Delhi latest by _____ upto 3.00 P.M, which shall be opened at 3.30 P.M. on the same day in the presence of intending tenderers.

4. **Security Deposit**

The Chartered Accountant Firm will furnish within 10 days of the issue of Work Order, an Account Payee Demand Draft in favour of "Delhi Urban Shelter Improvement Board" payable at New Delhi, from any nationalized or scheduled commercial Bank in India or Deposit the amount through NEFT / RTGS in DUSIB Bank A/C No 3086234857 maintained in Central Bank of India, Vikas Minar New Delhi an amount equivalent to 5 % (Five Percent) of the total contract value Security Deposit. The security deposittee will be released within six months of the completion of work.

5. **Guidelines for timely completion of work & penalties for non completion:**

5.1 The Chartered Accountant firm shall complete all the above mentioned works assigned to the Firm in a time bound manner as fixed by the Tax Authorities and shall also comply with directions issued time to time by authorities of DUSIB.

5.2 In case of non compliance of the work assigned and directions issued by the authorities in the time bound manner of DUSIB to the Chartered Accountant firm, DUSIB shall be at liberty to terminate the contract after giving the Firm an opportunity of being heard to the Firm and shall forfeit the Security Deposit deposited by the Firm.

5.3 In case of any of the above events, the Firm Shall be black listed for a period of 3 years and intimation shall be sent to ICAI and C&AG of India in this regard for further action, if any

6. **Payment Schedule:**

Payment for the work will be made only after successful completion of work assigned as per schedule. No out of pocket expenses of any nature shall be reimbursed to Chartered Accountant firm.

-7. **Governing Law and Jurisdiction:-**

7.1 This Agreement shall be governed by and construed in accordance with the **laws of India.**

7.2 In case of any dispute arising out of this Agreement, the same shall be subject to **exclusive jurisdiction of the courts at Delhi**

IN WITNESS WHEREOF, the parties have executed this Agreement on the date mentioned above:

Witness:

1. _____

For and on behalf of the Client

Name:

Designation:

Signature with Seal:

2. _____

For and on behalf of the Agency

Name:

Designation:

Signature with Seal: