



DELHI TRANSPORT CORPORATION
(A GOVT. OF N.C.T. OF DELHI)
I.P. ESTATE: NEW DELHI.

Subject: -Hiring the Services of Chartered Accountant / CA firm.

Sir,

Delhi Transport Corporation (DTC) invites sealed quotations / offers from the CA firms for appointment of qualified Chartered Accountant or CA firm for finalization of the Annual Accounts of the Corporation and other allied works on hiring basis as per scope of work.

The interested CA firms may quote their consolidated Fee for **three years** + GST / Taxes in the sealed envelope. The scope of work and other terms & conditions shall be as under: -

1) **Scope of work.**

The following shall be the broad scope of work as per DTC's present requirement:-

- a) To finalize the Annual Accounts/ financial statements of the Corporation as per applicable Accounting Standards within the timeline set by the Govt./Law.
- b) It shall be the responsibility of the firm to **file Income Tax Return of DTC** after completion/ finalization of Annual Accounts.
- c) To prepare Bank reconciliation statements& guide the staff on reconciliation of all the account Heads of DTC.
- d) To prepare Cash Flow Statement on a monthly, quarterly and annually basis of the Corporation.
- e) To prepare and finalize Annual Budget and quarterly outcome budget of DTC as per directions of Govt. with the supporting staff of DTC.
- f) To attend meetings in DTC / GNCTD or in any other offices with regards to Annual Accounts / Tax matters / Budget or any other meetings as per requirement of the Corporation.

- g) Render advice / opinion to the Corporation on any present/ past Tax matters including GST/ Tax returns as and when required verbally or in writing as per requirement of the units / corporate office of DTC.
- h) To appear before the Income Tax for assessment/Service Tax / Vat Tribunals/ GST Tribunals and other taxation authorities on behalf of DTC as and when required. To prepare replies / assist in preparing the replies to the notices issued by the various taxation authorities on behalf of DTC well in time. To help in preparing replies to the audit queries / paras raised by CAG on presentation of Accounts and on other issues.
- i) Presently, the Annual Accounts are being prepared manually. But in future, the Annual Accounts are required to be prepared and finalized in digital manner / mode. For this also the selected firm has to conduct a detailed analysis and provide its input/suggestions regarding requirements and steps required to digitalize the preparation and finalization of Annual Accounts of the Corporation.
- j) Filing of TDS Returns – The firm is required to file the Monthly/Quarterly TDS Return against TDS deducted from Contractors/Service providers, Advocates, Professionals etc. The TDS entries shall be around 15000 to 20000 per quarter.

2) **Periodicity of visit:**

The qualified Chartered Accountant of the firm shall visit this office regularly & at least three days in the week. The firm shall also depute a trained official (Six days in a week) who should be well versed with Accounting, Taxation matters, GST, etc. The office timings shall be from 9.30 AM to 6.00 PM. Under any circumstances, no work shall be kept pending.

3) **Eligibility Criteria:**

- a) The minimum turnover of the CA firm shall be Rs.50 Lakh per annum for the last immediate previous financial year. The documentary evidence to support this fact needs to be submitted along-with quotation.
- b) The firm shall have not been black listed by any Govt. organization/ PSU. A self certified certificate to this effect needs to be given.
- c) The firm shall submit the signed tender documents to DTC in token of acceptance of tender terms.
- d) EMD- of Rs.25,000/- (Twenty five thousand only) in the form of DD/ Bankers cheque / FDR. If the firm is registered as MSME, EMD is exempted. Certificate for the same needs to be provided.

4) **Period of Contract and Annual enhancement in fee.**

- a) Initially, the CA firm shall be hired for the period of **three years**, subject to satisfactory performance. Performance review of the firm shall be done by Competent Authority of DTC on a yearly basis. After completion of three years, the contract shall be extendable on a yearly basis on the same terms and conditions subject to satisfactory performance.
- b) After completion of three years, 10% enhancement in basic rates shall be given on yearly basis on the rate of the immediate preceding year.
- c) The prospective bidder's / CA firms shall quote their rates as per enclosed Price bid format – For **three years**.

5) **Payment terms:**

- a) The payment shall be made on half yearly basis subject to satisfactory work and deduction of TDS as per applicable rules.
- b) The payments shall be made within 30 days from the date of submission of error free bills.

6) **Submission of offer and opening of bids:**

The interested firms may **submit their offers/price bids** along with signed tender document and the other documents as mentioned in the **clause-3** to the Manager (Tender Cell), Delhi Transport Corporation, Room No.207, I.P. Estate, New Delhi-2 in sealed cover, which must **reach on or before 15th April, 2026 (tentative) by 12:00 hrs. The Sealed Covers must be submitted by dropping the same in the Tender Box placed in front of the Room No.207 of DTC. HQ.**

The offers/price bids received shall be opened on the same day at 15:00 hrs. The offers received after due date & time shall not be entertained. The firms may attend the process of opening of bids on the above date, if they desire so.

7) **EMD:**

- a) The firm is required to deposit EMD of Rs.25,000/- in the form of DD/banker's Cheque/ FDR in favour of MD, DTC and shall be submitted to the Manager (Tender Cell) – Room No- 207, DTC HQ. I.P. Estate, New Delhi-2 along with bid as per tender time schedule. If the firm is registered as MSME, EMD is exempted. Certificate for the same needs to be enclosed.

- b) The EMD shall be refunded to the unsuccessful bidders on award of contract to the successful L-1 bidder. The EMD of successful bidder shall be refunded on deposit of Performance Security by the bidder.

The EMD amount shall be forfeited by DTC in the following circumstances:

- c) If the firm does not take up work on award of contract or backs out from its offer or modify its offer or fails to sign the contract/fail to submit performance security before the dead line given in the bid document.
- 8) **Performance Security:**
- i) The bidder is required to deposit the Performance Security @ 10% of contract value within 15 days from the date of award of contract in the form of Account Payee DD/FDR or Bank Guarantee issued by the scheduled bank in favour of MD, DTC having validity beyond 60 days of Contract period.
- ii) In case of extension of contract beyond three years, the firm is required to deposit fresh Security Deposit @ 10% of Contract value.
- iii) DTC reserves its right to forfeit the Performance Security amount in the event of breach of any terms & conditions of contract or unsatisfactory performance of assigned work.

9) **Validity of offer:**

The successful firm shall keep its offer valid upto 90 days from the date of opening of bids.

10) **Obligations on the part DTC.**

DTC shall provide sitting space at the DTC HQ or any other DTC premises for smooth functioning with necessary stationary and a phone in the office during the entire Contract period.

11) **Obligations on the part of CA firm.**

- The CA firm is required to prepare books of accounts and finalize the Annual Accounts of the Corporation and all other assignments as per the prescribed timelines set in law / Govt.
- Impart Training to the existing staff of the DTC on the preparation of books of accounts, tax matters, Audit replies and other areas whenever required.
- To advice DTC on the digitization of Annual Accounts after studying the existing system.

- To prepare Bank reconciliation statements & guide for reconciliation of all the accounts Head of DTC.
- To make / suggest any changes in the existing system of finalization of Annual Accounts in line with Accounting standards / applicable rules.
- **To file Income Tax Return of DTC** after completion/ finalization of Annual Accounts.
- Tender advice / opinion to the Corporation on any present/ past Tax matters including GST/ Tax returns as and when required verbally or in writing as per requirement of the units / corporate office of DTC.
- To prepare Direct/Indirect Cash Flow Statement of Grants-in-Aid (Salary), Grants-in-Aid (General) & Grants-in-Aid (General for E-Buses) of DTC.
- The firm is required to file the Quarterly TDS Return against TDS deducted from Contractors/Service providers, Advocates, Professionals etc.
- To provide expert opinion on any financial matter of the corporation as and when required.

12) Penalty for Non-Performance/Delayed Services:

- i) **Delay in Submission of Reports:** If the CA Firm fails to perform any of the work stated in Clause 1(Scope of Work) of the terms & conditions or any other work assigned pertaining to the aforementioned Clause within the stipulated time as per the applicable rule/laws or requested Deadline (In case, if no time frame is applicable), a penalty @ 1% of the annual contract value per week of delay may be imposed. In addition to this, if the CA Firm fails to perform the work after imposing 3 penalties then the Competent Authority of the Corporation may take necessary action for termination of the contract.

Maximum Penalty: The total penalty shall not exceed 10% of the contract value.

- ii) **Non-Attendance /Absence:** If the partner or authorized representative fails to attend meetings, site visit, or work areas as per the schedule stated in Clause 2(Periodicity of Visits) or any other schedule for meetings as conveyed by Competent Authority, a penalty equivalent to Twice the proportionate remuneration for the days of absence shall be deducted.
- iii) **Sub-Standard Work/Negligence:** If the work performed is found to be improper, inaccurate, or in violation of the applicable/prevaling standards, the firm will be required to rectify the error at no additional cost. Furthermore, a penalty may be levied based on the severity of the negligence.

13) **Dispute settlement:**

In the event of any dispute arising under these conditions of contract/ performance of the firm, the dispute shall be resolved by both the parties with mutual discussions, failing which the matter shall be put up before the HOD of the Finance Department, DTC. The decision of the HOD (Finance) / CGM (F) shall be final and binding on both the parties.

14) **Termination of contract:**

DTC reserves its right to terminate the contract of the firm at any time without assigning any reason thereof.

Signature and Stamp of the Firm

PRICE BID FORMAT FOR HIRING OF CHARTERED ACCOUNTANT.

To

Delhi Transport Corporation.
DTC Hqrs., I.P. Estate,
New Delhi – 110 002.

Sir,

We hereby submit our price bid as under which is without any cutting/overwriting: -

S.No.	Particulars	Price/Fees (in Rs.)
1	Hiring Fee/Charges for Chartered Accountant for three years	
	Plus GST	
	Total quoted rates including GST	

Total Fee/Hiring Charges in words: -

Signature and Stamp of the Firm