

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

No.Act/CS-II/2019/148

Dated: 06-02-2019

To

M/s

Sub:- Hiring the services of Chartered Accountant or Cost Accountant firm for filing the TDS returns and conducting GST Audit.

Delhi Transport Corporation (DTC) invites sealed quotations from the qualified CA firms or the Cost Accountant firms for providing above services on hiring basis. The interested firms may quote their consolidated rates + 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. Filing of TDS returns – the firm is required to file the quarterly TDS returns for the year 2019-20 against TDS deducted from contractors / service providers, advocates etc. The TDS entries shall be around 7500 to 8,000 per quarter. The firm is required to quote the rate per annum.
- B. Conducting GST audit- The firm is required to conduct GST audit of DTC since introduction of GST (**prior to 2019-20**) and subsequent GST Audit on year to year basis and file required documents electronically as per requirement of rules. The firm is required to quote the rate per annum.

1. **Eligibility Criteria.**

- a) The minimum turnover of the CA firm shall be Rs.25 Lakh per annum in the immediate previous financial year. The documentary evidence to support this fact needs to be submitted along-with quotation.

b) Signed tender document in token of acceptance of tender terms.

2. **Period of Contract.**

Initially, the firm shall be hired for the period of one year and extendable on yearly basis on the same terms up-to maximum five years with 10% increase in basic rates subject to satisfactory performance.

3. **Rates/Fees.**

The firm is required to quote the separate rates per annum for filing TDS Returns and separate rates for conducting and completion of GST-Audit. **Both the rates + applicable GST shall be consolidated in the quotation.**

The payment to firm as per quoted rates subject to L-1 shall be made in the first year. After completion of 1st year, 10% enhancement in basic rates shall be given on yearly basis on the rate of that particular year. For example, if the L-1 firm quotes basic rate of Rs.100/- per annum, (on completion of 1st year), the rate for 2nd year shall be Rs. 110/- per annum + GST and rate for 3rd year shall be Rs.121/-+ GST and so on. The contract shall start from the date of letter of acceptance of the firm in response to DTC's award letter.

4. **Payment terms.**

a) The payment towards quarterly TDS returns (after deducting TDS) shall be made quarterly on filing of returns and receipts of bills from the firm.

The payment of GST Audit shall be made in one go after completion of GST Audit and submission of certificate of completion of GST Audit in all respect by the firm.

The payment shall be made within 15 days from the date of submission of bills subject to satisfactory performance.

b) DTC reserves its right to forfeit 20% amount of the total contract value in the event of non-performance/unsatisfactory performance or left any work by the firm for any particular year during which the unsatisfactory performance was noticed/observed.

6 **Submission and opening of bids / quotations.**

The interested firms may **submit their quotations/price bids** along) and the other documents as mentioned **in the clause-2** to the Dy. Manager (Tender Cell), Delhi Transport Corporation, Room No.207, I.P. Estate, New Delhi-2 in sealed cover, which must **reach on or before 22nd February 2019 by 1200 hrs. through speed post/courier/by hand etc.**

The quotations/price bids received shall be opened on the same day at 1500 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. Validity of offer:

The bidders shall keep their offers valid upto 90 days from the date of opening of bids.

8. 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.

9. Termination of contract:

DTC reserves its right to terminate the contract of the firm at any time without assigning any reason. DTC also reserves its right to reject the offer of any firm or all the firms without assigning any reason.

I / we agree with the above said terms.

Name and Signature of the firm with stamp.