



**DELHI TRANSPORT CORPORATION**  
**(A GOVT. OF N.C.T. of DELHI)**  
**EMPLOYEES PROVIDENT FUND TRUST**  
**LP ESTATE, NEW DELHI-110002**

Email ID: dtc\_hq\_pf@yahoo.in, manager-pf@dtc.nic.in  
Phone No. 23370236 Ext. 268

No. DTC/Accounts/PF/2026/769

Date: - 12.01.2026

It is brought to your kind notice that PF Section, DTC HQ is going to appoint a CA firm for the work of preparation of Annual Accounts of DTC EPF Trust for the F.Y. 2026-27 & 2027-28. Necessary approval on terms & conditions of tender letter and for calling quotations from open market has also been accorded by the Competent Authority.

In view of above, it is requested that please upload the tender letter (copy attached) on DTC Website for calling quotations from eligible CA firms.

This has approval of the Competent Authority.

Encl.: Copy of tender letter and approval



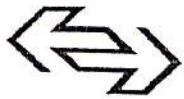
Manager (PF)

Manager (IT)

*Gaurav*

*Sh. Siddharth to upload pls.*

1491 RT/2026/123  
12/01/2026



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Date: -

**Name of the Chartered Accountant Firm**

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**Sub.: Appointment of C.A. Firm for the preparation of Annual Account of D.T.C. E.P.F.**  
**Trust for Financial Year 2026-27 & 2027-28.**

Sir,

D.T.C. Employees Provident Fund Trust has to appoint a professional Chartered Accountant for the preparation of Annual Accounts of DTC Employees Provident Fund Trust and other works of EPF Trust as per scope of work and terms & conditions given as under: -

**Scope of Work.**

1. Preparation of Trial Balance.
2. Preparation of Income & Expenditure A/c of EPF Trust.
3. Preparation of Balance Sheet as per Form No. 10 & 11 of EPF act 1952.
4. Preparation of Receipt & Payment Accounts of the EPF Trust.
5. Schedules of the PF Accounts. (Approx. 21 Schedules)
6. Brief notes to PF Accounts. (Institutional Managerial, advisory and accounting policies on the subject matter).
7. Submission of Income Tax Return of DTC EPF Trust and assessment of settlement with Income Tax authority
8. Reply of Income Tax Notices/Queries/Appeals, if any, and preparation of any other information if required by the office of Income Tax Authorities.
9. Any other related works for the preparation of Annual accounts.
10. Online Submission of monthly E-Return on EPFO Portal.
11. Preparation of reply of Accountant General (Audit), Delhi (CAG's) Audit Report.
12. Preparation of reply of EPFO's Audit.
13. The firm/consultant shall visit PF Section/HQ at least twice a week or three-half days a week as per convenience of both the parties and as per requirement of the work of DTC EPF Trust.

14. Deduction of TDS on taxable interest on PF and further submission to the Income Tax Department on monthly basis. Filing of TDS return of the same on quarterly basis & filing of Annual Return.
15. Any other work as required by Income Tax Authority/Any Govt. Authority regarding point no. 14.
16. Any special advice as and when required for implementing /executing Govt./EPFO's guidelines regarding Management/working of DTC EPF Trust.

### **Terms & Conditions: -**

#### **1. Eligibility Criteria:**

Any CA firm who has undertaken the work for at least one PF Trust prior to this work for at least 2 financial years.

#### **2. Periodicity of Visit:**

The CA firm shall visit PF Section, DTC HQ at least twice a week or three times a half day in a week as per convenience of both the parties and as per requirement of the work of the DTC EPF Trust.

#### **3. Payment Terms:**

- a. The payment (after deducting TDS) shall be made in two instalments i.e. 50% payment after completing of Annual Accounts of PF Trust to the EPFO and remaining 50% payment after completing the reply of Auditor General's objections.
- b. DTC reserves its right to forfeit 10% amount of the contract value in the event of non-performance/unsatisfactory performance by the firm.

#### **4. Contract Period:**

The contract period shall be of two financial years, i.e. 2026-27 & 2027-28.

#### **5. Submission of offer and opening of bids:**

The interested firms may submit their sealed quotation document and the documentary evidence regarding experience as mentioned in the Clause-1 to the Manager (PF) at PF Section, Room No. 215, DTC HQ, I.P. Estate, New Delhi-110002 by post or by hand latest by 20.01.2026 at 1130 hrs.

The offers/price bids received shall be opened on the same day at 1200 hrs. The offers received after due date & time shall not be entertained under any circumstance. The firms may attend the process of opening of bids on the above date, if they desire so.

#### **6. Contact Person:** Details of the contact person are as under:

**Mr. Rakesh, Manager (PF)**  
**Room No. 213, DTC HQ,**  
**I. P. Estate, New Delhi-110002**  
**Mob: 8744073124**

**7. Validity of offer:**

The bidders shall keep their offers valid up to 30 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 Chairman, DTC EPF Trust. Decision of the Chairman DTC EPF Trust 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.

**Declaration by the Bidder**

I hereby agreed all your terms and conditions as enumerated above.

BIDDER

(Authorized Signatory of the Company)

You are, therefore, requested to submit your quotation/bid to the Manager (PF) at PF Section, Room No. 215, DTC HQ, I.P. Estate, New Delhi-110002 by post or by hand latest by 20.01.2026 at 1130 hrs.



12/01/26

Dy. Manager (PF)

Please refer to Noting on N/77 to N/85.

On the approval of Competent Authority, the work of preparation of Annual Accounts of DTC EPF Trust for FY 2023-24 & 2024-25 was awarded to M/s Sandhya MP & Company for a total amount of Rs. 46,000/- per annum (inclusive of all taxes) vide letter no. DTC/Accounts/PF/2023/621 dated 16.11.2023 (CR/316) as per scope of work placed at CR/292-294. Later, the contract of the CA firm has been extended for the period of 01 year after obtaining necessary approval from the Competent Authority vide letter no. DTC/Accounts/PF/2025/627 dated 14.10.2025(CR/328). Work of the CA firm M/s Sandhya MP & Company was satisfactory for the said period.

The period of said contract is going to be completed on 31<sup>st</sup> March 2026, therefore, a new CA firm is required to be appointed for FY 2026-27 & 2027-28 to carry out filing Income Tax return, CAG Audit, TDS related work.

Presently, as per the Income Tax rules, TDS is deducted by employers on taxable interest portion of Provident Fund Contribution (i.e. contribution above 2.5 lakh in a financial year). Accordingly, TDS is submitted to Income Tax Authority, and its return is also submitted through CA firm on quarterly basis. Therefore, to appoint a CA Firm, the scope of work and Terms & Conditions should be as under:

Scope of Work.

1. Preparation of Trial Balance.
2. Preparation of Income & Expenditure A/c of EPF Trust.
3. Preparation of Balance Sheet as per Form No. 10 & 11 of EPF act 1952.
4. Preparation of Receipt & Payment Accounts of the EPF Trust.
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7. Submission of Income Tax Return of DTC EPF Trust and assessment of settlement with Income Tax authority
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9. Any other related works for the preparation of Annual accounts.
10. Online Submission of monthly E-Return on EPFO Portal.
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13. The firm/consultant shall visit PF Section/HQ at least twice a week or three-half days a week as per convenience of both the parties and as per requirement of the work of DTC EPF Trust.
14. Deduction of TDS on taxable interest on PF and further submission to the Income Tax Department on monthly basis. Filing of TDS return of the same on quarterly basis & filing of Annual Return.
15. Any other work as required by Income Tax Authority/Any Govt. Authority regarding point no. 14.
16. Any special advice as and when required for implementing /executing Govt./EPFO's guidelines regarding Management/working of DTC EPF Trust.

Terms & Conditions: -

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**3. Payment Terms:**

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- b. DTC reserves its right to forfeit 10% amount of the contract value in the event of non-performance/unsatisfactory performance by the firm.

**4. Contract Period:**

The contract period shall be of two financial years, i.e. 2026-27 & 2027-28.

**5. Submission of offer and opening of bids:**

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**8. Dispute Settlement:**

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discussions, failing which the matter shall be put up before the Chairman, DTC EPF Trust. Decision of the Chairman DTC EPF Trust shall be final and binding on both parties.

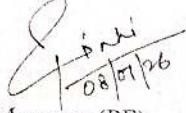
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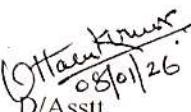
In view of the above, the Competent Authority is requested to accord approval for the following:

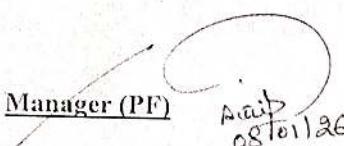
1. Approval for obtaining minimum 03 quotations for above mentioned scope of work from open market for a period of two years i.e. F.Y. 2026-27 & 2027-28.
2. Approval of draft letter which is placed at CR/329-331 for obtaining quotations from the market.
3. If above 1 & 2 are approved, a committee of 03 officers may please be nominated for obtaining and opening the quotations.

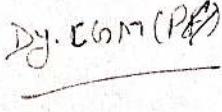
Submitted for approval please.

  
Dy. Manager (PF)

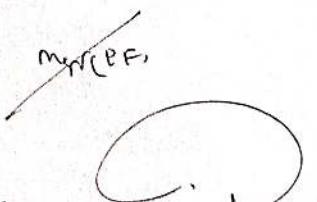
  
In-Charge/ Jr. Clerk

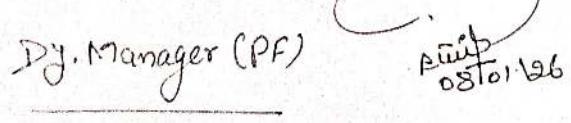
  
(G. H. A. T. K. M. S.)  
D/Asstt.

  
Manager (PF)

  
Dy. Comm (PF)

Approves ① & ② as prepared by the  
Committee member will be  
(1) Mgr (PF)  
(2) Dy. Mgr (PF)  
(3) Mgr (K. C. A. T. S.)

  
Mgr (PF)

  
Dy. Manager (PF)