

DELHI TRANSPORT CORPORATION  
A GOVT OF NCT OF DELHI  
I.P. ESTATE: NEW DELHI-110002

ACT/CS-II/2026 15

Date: 05/01/2026

Sub: - Tender for hiring of CA firm for Filing of GST/GST-TDS Returns on behalf of  
Delhi Transport Corporation.

To,


Enclosed please find herewith Tender Documents on the above subject. Kindly quote  
your competitive rates for the said work within the timeline given in the documents.

Encl: as above.

Copy to:

1. Manager (Tender Cell) for completing the tender process.
2. Manager (IT) to display the tender documents on official website of Delhi Transport Corporation

(Niraj Kumar)  
Sr. Manager (A/Cs)  
वरिष्ठ प्रबन्धक (लेखा)/Sr. Manager (A/Cs)  
दिल्ली परिवहन निगम/Delhi Transport Corporation  
आई.पी. एस्टेट/I.P. Estate  
नई दिल्ली-110002/New Delhi-110002

  
6/1/26  
San. Sidharth (to upload)  
K  
06-1-26

**DELHI TRANSPORT CORPORATION  
A GOVT OF NCT OF DELHI  
I.P. ESTATE: NEW DELHI-10002**

**Sub: - Tender for hiring of CA firm for Filing of GST/GST-TDS Returns on behalf of Delhi Transport Corporation.**

Sir,

Delhi Transport Corporation (DTC) invites sealed quotation from the GST consultant or the other CA firms. The scope of work and other terms & conditions shall be as under:-

**2) Scope of work:-**

The following shall be the broad scope of work.

- a) To provide/supply a software/application/platform for generation of E-invoices by DTC units. The software/application/platform must be accessible to approx 50 Locations of DTC.
- b) To provide centralized access to download facility of all the invoices generated by the units as and when required.
- c) To arrange training to our officials concerned for generation of e-invoices through new software/application/platform provided by CA firm
- d) Filling/Revision of GST, GST-TDS return on monthly/quarterly basis.
- e) Generation of IRN Number and QR code.
- f) GSTR 2A Reconciliation.
- g) Filing of the annual returns (GSTR-9 & GSTR-9C.)
- h) The firm shall respond to all GST notices received from GST Dept.
- i) Response to all GST related queries of DTC units as & when arise.
- j) The firm shall depute an qualified CA for attending GSTR hearing/Summons as and when need arise without any extra cost.
- k) Currently, DTC is issuing around 100 No. of e-invoices on monthly basis generated by out units (approx. 50 units). Hence any updation/amendment related to E-invoice shall be adhere to the part of new CA firm.

**3) Eligibility Criteria:**

a) The firm must have an experience of filling of GST Returns of at least last five years. The supporting documents (copy of award letter etc.) need to be submitted to DTC alongwith bid documents.

b) The firm shall submit the signed tender documents of DTC in token of acceptance of tender terms. The signed tender documents shall be part of bid.

c) EMD as per clause-7 of document.



#### **4) Submission of offer and opening of bids:**

The interested firms may submit their offers/price bids along with signed tender document, EMD and other documents as mentioned in the clause-3 in the drop box placed at Tender Cell, Delhi Transport Corporation, Room no 207, I.P. Estate, New Delhi-110002 in sealed cover, on or before 20<sup>th</sup> January 2026 by 12:00 hrs.

The offers/price bids received shall be opened on the same day (20<sup>th</sup> January 2026) at 1500 hrs. The offers received after due date & time shall not be entertained. The official representatives of the firms may attend the process of opening of bids on the above date, if they desire so.

#### **5) Period of Contract:**

Initially, the firm shall be hired for a period of three years. After completion of three successful years, the contract shall be extendable on yearly basis with 10% enhancement in professional fees with mutual consent of both parties subject to satisfactory performance of the firm.

#### **6) EMD:**

a) The firm is required to deposit EMD of Rs. 20,000/- (Rs. Twenty Thousand only) in the form of DD/Banker's Cheque/FDR in favour of CMD DTC and shall be submitted to Manager (Tender Cell) along with bid as per tender time schedule.

b) The EMD shall be refunded to the unsuccessful bidder 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/fails to submit performance security before the dead lines given in the bid document.

#### **7) 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 schedule bank in favor of CMD DTC having validity beyond 60 days of date of completion three year 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.



#### **8) Area and volume of invoices:**

As on date, DTC is generating around 100 E-invoices per month at various locations of DTC, which excludes issuing of tickets in DTC buses. The areas are mainly bills of publicity contracts, bills against rented out premises by DTC, hiring charges of buses hired to Government Depts. Printing of tickets and other material for outside parties, bills of hybrid commission receivable from m/s IGL, Penalty receipts on penalty imposed on venders etc.

#### **9) Payment terms:**

There shall be following two components of fees/charges payable to firm:

- a) The payment of providing software/application/platform and GST return/Revised return filling filling cost plus any professional fee shall be paid on quarterly basis.
- b) The payment shall be made within 15 days from the date of submission of error free bills.

#### **10) Validity of offer:**

The bidder shall keep their offers valid up to 90 days from the date of opening of bids.

#### **11) Penalty and other General terms:-**

i) Before quoting rates, the firm may ensure that they have sufficient qualified man power to take up the tender of DTC.

ii) The firm is free to study our existing different bills formats being raised as on date at different locations. Further, they are free to seek any clarification/information relating to this document from Sh. Rajeev Kumar. (Mobile No 9911151561)

iii) The firm shall extend free advice/clarification/opinion on the GST matters during the contract period without any extra fee or charges.

iv) The firm shall depute its official as and when required for giving guidance to the depots/units officials.

v) The firm is required to sign the contract on the affidavit of Rs. 50/- within 15 days from the date of award of contract.

vi) No counter terms shall be acceptable.

#### **12) 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 discussion, failing which the matter shall be put up before the HOD of the financial Department, DTC. The decision of the HOD (finance)/CGM (F) shall be final and binding on both the parties.

**13) Termination of contract:**

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

Signature of firm with stamp

**PRICE BID FORMAT**

To,

Delhi Transport Corporation,  
I.P. Estate, New Delhi-110002.

Sir,

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

S.No.	Particulars	Price/Fees (In Rs.)
1	The consolidated fees for 3 years for providing software/platform/applicaton, GST-TDS, monthly GST Return Filing/Revised Return filing (if any) plus any other services included in the scope of work.  Plus GST (Total quoted rates including GST.)	

Signature and Stamp of the firm.