

DELHI TRANSPORT INFRASTRUCTUE DEVELOPMENT CORPORATION LTD.
2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi-6

No.DTIDC/2013-14/TA/441/

Dated:

NOTICE INVITING QUOTATION/EOI

APPOINTMENT OF TAX AUDITORS (Chartered Accountants) IN DELHI TRANSPORT INFRASTRUCTUE DEVELOPMENT CORPORATION LTD. FOR THE FINANCIAL YEAR 2013-14.

Applications are invited from reputed Audit Firms for appointment as Tax Auditor in DELHI TRANSPORT INFRASTRUCTUE DEVELOPMENT CORPORATION LTD. for the year 2013-14.

Interested Audit Firms may submit their applications in prescribed PROFORMA for Technical BID (Audit Experience/ Capability Criteria) given in Annexure IV and Financial BID (Professional Fee) given in Annexure V, after carefully going through the eligibility criteria given in Annexure I.

Potential bidders are requested to submit the above quoted in two sealed envelopes separately, superscripting "Technical bid" and "Financial bid" along with a Demand Draft of Rs. 500/- (non-refundable) towards cost of tender and Earnest Money Deposit (EMD) of Rs. 2,000/- (no interest shall be paid at the time of refund) in favour of, EXECUTIVE DIRECTOR, DELHI TRANSPORT INFRASTRUCTUE DEVELOPMENT CORPORATION LTD., Payable at Delhi, & should reach by 09.01.2015 **by 15:00 Hrs** along with technical bid documents.

The Technical Bid will be opened in Accounts Branch, DELHI TRANSPORT INFRASTRUCTUE DEVELOPMENT CORPORATION LTD., 2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi-110006 **on 09.01.2015- at 15.30 Hrs.** in the presence of participating bidders or their authorized representatives. Financial bid will be opened **on 19.01.2015 at 15.30 Hrs.** only of bidders who have technically qualified.

Audit Firms may carefully read the Scope of Work, Term of Reference and Important Instructions given in Annexure I, II, III, IV & V.

Any further clarifications can be sought from Sr. Accounts Officer, DELHI TRANSPORT INFRASTRUCTUE DEVELOPMENT CORPORATION LTD., 2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi-110006 in writing or telephonically on telephone number (011-23866404).

Sr. Accounts Officer

ELIGIBILITY CRITERIA

1. The Chartered Accountant Firm should have 10 years of experience of Audit since the date of Registration of the firm.
2. The Firm should be empanelled with C&AG office for the year 2010-11 onwards.
3. The Firm should have minimum No. of 2 Qualified Chartered Accountants either as partners or employees.
4. The Firm should have minimum No. of 5 Staff (Article/Audit Clerks).
5. The Firm must have at least one office under full time qualified partner in the area of Delhi NCR.
6. The Firm should have conducted Statutory/TAX Audit of at least two Public Sector Companies (Central/State Companies)/ Limited Companies having at least turnover of Rs.50.00 Crore (copy of proof of such audit report along with balance sheet should be furnished).
7. Name of the Partner of the Firm/Firm should not have been indulged in any unprofessional practices and no enquiry or show cause notice is issued by ICAI to any partner/Firm for any misconduct or unethical professional activities under its rules and regulations.

SCOPE OF WORK.

Scope of work of TAX Audit will inter-alia include:-

- 1 Timely payment and receipt of expenditure, revenue and statutory dues etc.
- 2 To review tax planning and compliance systems and TAX control systems commensurate to the size of the Company.
- 3 Detection of systemic flaws and suggestions for adopting corrective measures.
- 4 Any other matter as may be assigned by the Management/Audit Committee of the Board/Board of Directors to strengthen the process of TAX Compliance system in the Company.
- 5) Tax Auditor will submit their report under section 44AB of the Income Tax Act for the Financial Year 2013-14.

IMPORTANT INSTRUCTIONS

1. TAX Auditor should invariably discuss the draft audit report with the Company Secretary/ Sr. Accounts Officer, so that the minor discrepancies are rectified locally in their presence.
2. They should not merely point out shortcomings/ weaknesses but should give concrete suggestions for the system improvements and ensure compliance of the observations at the project site itself.
3. The DTIDC reserves its right not to accept any or all the proposals, or to accept or reject a particular proposal at its sole discretion without assigning any reasons whatsoever, at any point of time.
4. The DTIDC reserves the right to reject the proposal in case the firm fails to provide sufficient proof in support of any such information.
5. The DTIDC reserves the right to amend, modify, vary, add, delete, accept or cancel, in part or full, any condition or specification of all proposals / orders / responses, without assigning any reason therefore at any time during the process. Each Firm shall be entirely responsible for its own costs and expenses that are incurred while participating in the RFP, presentations and contract negotiation processes. The DTIDC reserves the right to cancel the entire process at its sole discretion without assigning any reason therefore.

**TECHNICAL BID FOR TAX AUDITOR
(Audit Experience /Capability Criteria)**

1. Name of Firm:
2. Address:
3. Membership No .issued by ICAI:
4. Contacting Telephone Numbers/E-mail ID:
5. Name of responsible person, contact no. and details who will coordinate for audit:
6. Whether your firm is empanelled with CAG for the year 2013-14: (Please attach empanelment letter issued by Office of C&AG)
7. Empanelment no.
8. STABILITY OF FIRM:
 - i) Age in Years
 - ii) No. of Branches
9. MAN POWER
 - i) No. of Partners. (with Membership No.)
 - ii) No. of Qualified Chartered Accountants.
 - iii) No. of Article /Audit Clerks.
10. PROFESSIONAL EXPERIENCE
 - i) Statutory/TAX Audit conducted of the PSU/State Govt. Undertakings/Public Limited Companies.

S.No.	Name of the organization	Period of assignment	Turnover(in Crores)

11. Detailed Profile of Audit Firm must be attached.
12. Declaration regarding eligibility criteria at No.7 of Annexure-I.
13. Detail of EMD/tender cost:-

S.N.	Particular	DD No. and Date	Drawn On	Amount

**Signature of the
Quotationer**

Annexure-V

**FINANCIAL BID FOR TAX AUDITOR
(Professional Fees)**

The Firm may quote their professional fees in the following Format:

1. Name of the Firm:
2. Headquarter Location:
3. Professional Fees:

S. No.	Particulars	Amount
1	Professional fee for TAX Audit – for the year 2013-14	
2	Service Tax	
	Total	

** Payment will be released on Yearly basis on submission of bills.*

4. Service Tax applicable – Yes/No.
5. Service Tax No.
6. TAN/ PAN No.

**Signature of the
Quotationer**

DELHI TRANSPORT INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi-6

No.DTIDC/2013-14/TA/441/

Dated:

To

The Director,
Department of Information & Publicity,
Govt. of NCT of Delhi,
Old Secretariat,
Delhi-110054.

Sub:- Publishing of notice for inviting quotation for appointment of Tax Auditor for the financial year 2013-14

Sir,

Please find enclosed herewith Public Notice which may kindly be got published in daily edition on or before 31.12.2014 on approved rates. The Expression of Interest may be published in the following newspapers:-

1. Hindustan Times (English)
2. Indian Express (English)
3. Dainik Jagran (Hindi)

After publishing the EOI, a pre-receipted bill in duplicate may please be sent to this office for arranging payment.

Yours faithfully,

(G.L.PRASAD)

Sr. Accounts Officer

Dated:

No DTIDC/2013-14/TA/441/

Copy for information and necessary action to :-

- 1 PA to ED.DTIDC for information of ED/DTIDC
- 2 The System Analysis of Transport Department, Govt. of NCT of Delhi with the request to publish the notice and bid document on the website of Transport Department WWW.transport .delhi.gov.in. The soft copy of bid document is also send to you by email.
- 3 Cashier/DTIDC
- 4 Notice Board.

Sr. Accounts Officer

DELHI TRANSPORT INFRASTRUCTUE DEVELOPMENT CORPORATION LTD.
(An Enterprise of Govt. of NCT of Delhi)
2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi-6
Telephone No.23866404

EXPRESSION OF INTEREST

Delhi Transport Infrastructure Development Corporation Ltd. (DTIDCL) invites Expressions of Interest from Firms of Chartered Accountants for empanelment and appointment as Tax Auditor for the Financial Year 2013-14. The firm should have its Head Office in Delhi NCR and possess minimum 10 years' experience in carrying out Internal Audit/Tax Audit of Public Sector Companies (Central/State Companies/Limited Companies). Interested and eligible firms may submit their bio data to the Office of the Executive Director, DELHI TRANSPORT INFRASTRUCTUE DEVELOPMENT CORPORATION LTD, 2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi-6 latest by 09.01.2015 till 15.00 Hrs. For further details logon to www.transport.delhi.gov.in.

Sr. Accounts Officer

