GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DELHI LABOUR WELFARE BOARD
1ST FLOOR, EMPLOYMENT EXCHANGE BUILDING, KIRBY PLACE
DELHI CANTT, NEW DELHI-110010
Email ID:dlwb-wc@delhi.gov.in

Tender Notice

F.12(18)/DLWB/CA/2009/1539 Date: 25/03/2026

Sub: Contract for Audit of Financial Statements, filing of Statutory returns of Annual Return of Income Tax/Monthly Returns applicable under Goods and Services Tax/Quarterly returns of TDS in respect of Delhi Labour Welfare Board, GNCT of Delhi.

Delhi Labour Welfare Board, Govt. of NCT of Delhi intends to engage an agency for Audit of its Financial Statements for the Financial year 2017-18 to 2024-25 and onwards, filing of statutory returns of Income Tax/GST/TDS etc. for FY 2026-27 and onwards and correction of returns (if any) in respect of Delhi Labour Welfare Board, GNCT of Delhi. The Scope of work is as follows: -

S.No.	Particulars
01	Auditing of the Financial Statements for period FY 2017-18 to FY 2024-25 & onwards.
02	Filing of Annual Income Tax Returns, FY 2017-18 to FY 2024-25 & onwards.
03	Filing of Quarterly TDS Returns for Salary and Non-Salary deductees.
04	Filing of Monthly Returns for Goods and Services Tax for Delhi GSTIN
05	Filing correction returns in case of default notices issued by Income Tax Department for TDS returns filed.

25/3/2026

Last Date & Time for Submission: - 14th April 2026 at 03:00 PM.

Date/Time for opening of bids: - 15th April 2026 on 02:00 PM.

The rates shall be quoted in the following format: -

S. No.	Particulars	Rates
01	Auditing of the Financial Statements for period FY 2017-18 to FY 2024-25 & onwards.	Rates per annum plus taxes, if any
02	Filing of Annual Income Tax Returns, FY 2017-18 to FY 2024-25 & onwards.	Rates per annum plus taxes, if any
03	Filing of Quarterly TDS Returns for Salary and Non-Salary deductees.	Rate per correction return including taxes, if any
04	Filing of Monthly Returns for Goods and Services Tax for Delhi GSTIN	Rate per correction return including taxes, if any
05	Filing correction returns in case of default notices issued by Income Tax Department for TDS returns filed.	Rates per Reply and hearing plus taxes, if any

At any time prior to the deadline for submission of bids, the Competent Authority may, for any reason, whether on its own initiative or in response to a clarification requested by a prospective bidder, modify the bid by amendment. Such amendments shall form an integral part of the bid, and it shall amount to an amendment of the relevant clause of the Quotation.

After the acceptance of the bid the successful bidder has to undertake the job specified in the quotations under the overall supervision and guidance of the Competent Authority of Delhi Labour Welfare Board, GNCTD.

Since the job to be awarded involves adherence to the time limits prescribed under the Income-tax Act, 1961/2025 and the Rules framed thereunder, the successful bidder shall make reasonable and diligent efforts to adhere to such time limits and complete the work assigned within the prescribed statutory timelines.

In the event of any delay or default in filing of returns or adherence to statutory timelines, the same shall be promptly brought to the notice of the Competent Authority, along with reasons and corrective measures proposed.

However, persistent or material non-performance attributable solely to the bidder may be dealt with in accordance with the relevant termination provisions contained in the Terms and Conditions annexed to the quotation.

The bids will be opened in the presence of the representatives of the bidders, if any. Requests for postponement will not be entertained. The Competent Authority reserves the right to accept/reject any or all bids either in part or in full without assigning any reason thereof.

The bids shall be sent in sealed cover super scribed "Bid for the Scope of work" by Post/Speed Post/Registered Post or dropped in the tender drop box at the C/o Welfare Commissioner, Delhi Labour Welfare Board, 1st Floor, Employment Exchange Building, Kirby Place, Delhi Cantt, Delhi-110010. The bids shall be addressed to the "Welfare Commissioner, Delhi Labour Welfare Board, 1st Floor, Employment Exchange Building, Kirby Place, Delhi Cantt, Delhi-110010.

The detailed Terms & Conditions are enclosed herewith.

Welfare Commissioner (DLWB)

TERMS & CONDITIONS

1. All data relating to Income Tax (quarterly/annual return) shall be uploaded by the firm carefully and on time. Soft and hard copies of the data sheet shall be provided to the Delhi Labour Welfare Board in time.
2. Timely filing of e-TDS return with the Income Tax Department by the firm and providing the soft and hard copies to the Delhi Labour Welfare Board, after filing the returns.
3. All the data and matters relating to TDS/e-TDS during the period of contract shall be carefully handled by the firm.
4. No advance payment or part payment would be made. The payments will be made only after filing often necessary returns and submission of proof to the Competent Authority. The details of the bank account including NEFT shall be provided for the purpose of processing the final bill.
5. The offer should be valid for at least 15 days from the date of opening of the bid.
6. If required, Delhi Labour Welfare Board may ask any bidder(s) to give any additional documents(s)/proof to prove its competence in the field.
7. The bidder should have valid Pan card and minimum three years' experience of having successfully executed similar work in the Government Department/PSU etc. Self-attested copies of work orders and Pan card be also enclosed.
8. Contract Period: The offered rates should be valid for a period of one year and would be extendable for further two years on the same terms & conditions.
9. The rates shall be quoted strictly as per the specifications mentioned in the quotation/bid notice. The rates for the work/items shall be quoted and the bids for any one work/item only will be summarily rejected.
10. The applicable rates of taxes and duties, wherever chargeable shall be clearly indicated.
11. The work would be completed within the time schedule specified by the income Tax Authority.
12. The Acceptance of the bid would rest with the Competent Authority, who does not bind itself to accept the lowest quotation and reserves the right to reject or partially accept any or all the quotations received without assigning any reason.
13. Quotations must be clearly written or typed. Any interpolation or over writing will be summarily rejected.

14. Termination for default. The Competent Authority may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the successful bidder, terminate the Contract in whole or part:

    i. If the successful bidder fails to complete all or any of the work within the period specified by the Income Tax Authority or within any extension thereof granted by the Competent Authority: or

    ii. If the successful bidder fails to perform any other obligations(s) under the contract.

    iii. If the successful bidder, in the judgment of the Competent Authority has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

15. Corrupt and fraudulent practices: The Bidders/Contractors under this contract shall observe the highest standard of ethics during the procurement and execution of this contract. They shall not indulge in any 'Corrupt practice' of offering, giving, receiving or soliciting anything of value to influence the action of a public official in the execution of the contract. They shall not adopt any 'Fraudulent practice' like misrepresentation of any fact(s) in order to influence the tender process or the execution of the contract to the detriment of the Department, which includes any collusive practice among the Bidders (prior to or after bid submission) so as to deprive the Department of the benefits of free and open competition.

16. The Competent Authority would reject a proposal for award of work if it is found that the Bidder recommended for award of the contract has engaged in corrupt or fraudulent practices in competing for the contract in question.

17. Dispute, if any, will be subject to jurisdiction of NCT of Delhi.

Welfare Commissioner (DLWB)