



DELHI BUILDING & OTHER CONSTRUCTION WORKERS WELFARE BOARD

LABOUR DEPARTMENT, GOVT. OF NCT OF DELHI

'A' WING, 7TH FLOOR, VIKAS BHAWAN-II, CIVIL LINES, DELHI - 110054

Email id : bocwhq.delhi@gov.in

Phone : 011-23813845, 23813773

F.No.17 (553)/DBOCWWB/2017/ 25-26

Date: 07/01/2026

Subject: - Quotation for hiring of Chartered Accountant Firm in DBOCWW Board.

The Delhi Building and Other Construction Workers Welfare Board was established in the year 2002 under BOCW Act, 1996 primarily for the welfare of Construction Workers and their family members. Delhi Rules 2002 were also framed and notified in the year 2002. The Board collects one percent Cess on all Construction projects which Cost is Rs.10 lakh or above.

Quotation has been called from the Chartered Accountant Firms which are having experience of Ten (10) years or more in the given below scope of work/service. The hiring/engagement are initially for the period of one (01) year which can be extended on the basis of mutual consent & performance of service.

The details of scope of work/service are as below:-

- i. To prepare and finalize the Annual Accounts/ Balance Sheet annually duly verified and signed the same in all significant manner in respect of the DBOCWW Board.
- ii. Internal Audit of Books of Accounts of the Board and submission of Internal Audit Report Accordingly.
- iii. Submission/filling of Income Tax return, TDS return and GST returns on the monthly/quarterly/annually basis whichever is applicable.
- iv. Obtain exemption certificate U/s 10(46) of the Income Tax Act, retrospectively since its pending to till date, for which necessary documents/reply is to be filed and attend the Income Tax Department.
- v. Contesting/appearing before the ITAT/CIT/Income Tax Department Authority for filing/defending of income tax appeals/notices and correspondence/ filling of reply in r/o of any type of notices/and any type of correspondence received from IT Department on behalf of the DBOCWW Board.

You are, therefore requested to please submit the rates in the enclosed Performa duly signed and stamped in sealed envelope mentioning Quotation for hiring/engagement of Chartered Accountant. In rate quotation, the detail of experience for more than Ten (10) years also mentioned. The quotation will be sent to this Board by **20th January 2026**. The decision of Secretary (Board) will be final decision.

This issue with the prior approval of the Competent Authority.

Yours faithfully

Enclosed: - as above


(Ashok Kumar Gupta)
Sr. Accounts Officer (Board)

Sr. Accounts Officer
The Delhi Building and
Other Construction Worker
Welfare Board
GNCT of Delhi

SCHEDULE OF WORK

Sr. No.	Description of Work	Amount Quoted (per annum)	Experience Details
01.	Preparation and finalization the Annual Accounts/ Balance Sheet annually duly verified and signed the same in all significant manner in respect of the DBOCWW Board.		
02.	Internal Audit of Books of Accounts of the Board and submission of Internal Audit Report to the DBOCWW Board.		
03.	Submission/filing of Income Tax return, TDS return and GST returns on the monthly/quarterly/annually basis whichever is applicable.		
04.	Obtaining of exemption certificate U/s 10(46) of the Income Tax Act, retrospectively since its pending to till date, for which necessary documents reply is to be filed and attend the Income Tax Department.		
05.	Contestation/appearing before the ITAT/CIT/Income Tax Department Authority for filing/defending of income tax appeals/notices and correspondence/ filling of reply in r/o of any type of notices/and any type of correspondence received from IT Department on behalf of the DBOCWW Board.		
Total (Plus Taxes as applicable)			

Terms & Conditions:-

1. The firm should have at least 10 year experience.
2. The quoted rate shall be final and will not be increased during tender period.

Signature:-

Name of the Authorized person:-

Name of the firm:-

Address:-

Stamp of the Firm:-