प्रसार भारती / PRASAR BHARATI
दूरदर्शन वाणिज्यिक सेवा/ DOORDARSHAN COMMERCIAL SERVICE
टॉवर -ए/ Tower- A
दूरदर्शन भवन/ Doordarshan Bhawan,
कॉपरनिकस मार्ग/ Copernicus Marg,
नई दिल्ली/ New Delhi – 110001
दूरभाष क्रमांक/ Tele phone no. 011 – 23114971/72
Email : dcsgst@prasarbharati.gov.in

सत्यम् शिवम् सुन्दरम्

No. DCS/Admin/N-8(3)/CA Hiring/2026-27/ E-3389151 /493 **Dated 28.08.2026**

Subject: Budgetary Quotation for Hiring of Chartered Accountant/CA Firm for GST Return Filing and Related GST Compliance Work for a Period of Two Years.

Sir/Madam,

It is proposed to engage a **Chartered Accountant/CA Firm** for providing professional services relating to **GST return filing, GST reconciliation and other GST compliance-related work** of the office for a period of **two years**.

In this regard, a **budgetary quotation** is invited from reputed and experienced Chartered Accountants/CA Firms for providing the above-mentioned services for a period of two years. The budgetary quotation, indicating the **professional fee/charges for the complete scope of work, along with applicable GST and other applicable charges, if any**, may be furnished by the interested Chartered Accountant/CA Firm.

Filing of all GST Returns, Handholding & other GST related work:

It has been decided by the competent authority decentralize payment of GST and filing of all requisite monthly/annual returns, including annual audit at state/UT level. State Nodal Officers Doordarshan would adhere to all GST compliances for their respective states/UTs at their level.

Filing of all GST Returns for SNO Doordarshan Delhi and its attached units/offices initially for a period of Two years from the date of award of the work (extendable for a further period of One year as may be decided by the Competent Authority on the same terms and conditions subject to satisfactory performance).

This work shall include the following, but not limited to:

Scope of Work for CA Firm:

The CA firm will be responsible for handling all GST-related services for SNO Doordarshan Delhi and its attached units and filling of IT TDS of DCS. The scope of work will include the following tasks:

I. GST Filing and Reconciliation:

Monthly GST Returns (GSTR-1, GSTR-3B, & GSTR-6):

Sr. NO	Work	Estimated Cost (Including GST)
1	**Monthly GST Returns (GSTR-1, GSTR-3B):** Accurately file and ensure proper reconciliation of outward and inward transactions. **Annual GST Returns (GSTR-9 & GSTR-9C):** Prepare and file, including ensuring all information from GSTR-1, GSTR-3B is correctly reported. **Reconciliation:** Reconcile invoices reported by DDOs (3500-4000 approx. per month) with GSTR-2A/GSTSR -2B and resolve mismatches. **Input Tax Credit (ITC) Verification:** Ensure all eligible ITC is claimed and verify with the GST portal's reports. Filling of Letter of Undertaking (LUT) under GST Advices in respect of Inter-unit GST transactions to ensure and assist of DCS on regular basis that **E-invoices are being generated successfully**. Furnish report on monthly basis to GST in respect of e- invoices generated/not generated. Update details **of signatories/authorities on the GST Portal** as when required.	
2	**GSTR-6** Accurately file and ensure proper reconciliation of outward transactions.	
3	**GST Payments and Compliance:** GST Payments: Generate and manage challans for the payment of GST on behalf of Doordarshan, ensuring timely payments. **E-Way Bills:** Prepare and manage E-Way bills when applicable.	
4	**Advisory Services:** **Legal Advisory:** Provide advice on compliance with GST laws, including handling Notices from GST authorities (e.g., Show Cause Notices, GST ASMT-10), and managing responses or appeals as necessary. If any notice/query is served to Doordarshan by GST authority then it will be the duty of the consultant to resolve the issue without charging any extra remuneration. Further, The CA firm may assist to SNO for replying notices/Show cause notices/ Queries served to Doordarshan by GST authority for their period even after	

	completing their contract without extra remuneration. **Tax Planning:** Advise on tax-saving strategies and available exemptions, deductions, and rebates under the GST regime. **Regulatory Updates:** Regularly update the team on changes in GST regulations that could affect Doordarshan.	
5	**Audit and Documentation:** Audit Services: Conduct GST audits of state nodal units of Doordarshan Delhi and its attached Drawing and disbursing officers(DDOs) of Delhi a under GST provisions, ensuring compliance with all rules and regulations.	
6	The CA firm must provide assistance during the GST Inspection to address the query raised by the GST inspection team and also during GST Audit by the GST Department as and when required.	
7	**Record Maintenance:** Assist in maintaining all prescribed GST-related records, ensuring they are readily available for audits or inspections. The CA firm will be required to visit and attend meetings for discussion with senior officers as and when required at DCS/GST cell office of DG:Doordarshan.	
8	**Ongoing Support:** **Compliance Monitoring:** Monitor GST compliance to ensure that all required filings and audits are done on time. **Training & Handholding:** Provide necessary training to Doordarshan staff, as well as handholding during the initial phase of the project, ensuring smooth operations.	
9	**IT- TDS related work of DCS** **Employee Tax Compliance** PAN-Aadhaar verification for staff members of DCS and reporting discrepancies. Monthly income tax deduction checks, TDS verification (as per Form 16 Part A), and investment proof verification (Form 12BB). Reconciliation of TDS data, including short Deduction, short payment, interest on late payment, and invalid/inoperative PANs. **TDS Return Management** Data entry and tax calculation. E-filing of quarterly and annual TDS returns (Forms 24Q, 26Q, 27A/Q) for both salary and non-salary.	

	Filing revised returns as needed. Performing any other TDS-related tasks. **Form 16/16A Processing** Monthly income tax deduction checks, TDS verification of vendors. Generation of Form 16/16A (salary and non-salary) for FY 2025-26. Downloading Parts A and B from the TRACES Website. Verification, correction, and authentication of both parts of Form 16. **Audit & Regulatory Support:** Assistance in statutory audits, CAG audits, and tax audits related to DCS activities. Support in filing responses to notices from the Income Tax Department and appeals if necessary. **Reporting & Compliance Checks** ITR filing compliance check for bulk PANs. Monthly challan-deductee reconciliation with reports on mismatches, shortfalls, and excess payments. Providing invalid PAN data before TDS return filing to avoid defaults. **Communication & Advisory** Regular updates on TDS rules and amendments. Addressing employee and pensioner tax queries. Advising and assisting with TDS-related submissions and appeals to tax authorities.	
	Total of (I)	

Note: The above-mentioned Scope of Work is illustrative and not exhaustive i.e. Terms of reference shall include providing professional assistance for all activities required for all the work relating to GST Rules/Sections and Subsequent Notifications as and when issued by GOI/CBIC.

II. Addressing/reply notices/orders from GST authority:

If any notice/query is served to Doordarshan by GST authority then it will be the duty of the CA firm to resolve the issue without charging any extra remuneration. Further, concerned CA firm would be responsible for replying notices/Show cause notices/Queries served to Doordarshan by GST authority for related to their contract period even after completing their contract. Details of notice/orders received from GST authority in previous year:

Sr. No	Work	Estimated Cost (Exclusive of GST)
1	Preparation and submission of Show cause Notices and it defense before appropriate authority.	
2	Filing an appeal against the assessment order and it's defence before the appropriate authority.	
3	Issue of Audit Certificate for Net Advertising Revenue	
4	Furnishing information of companies and its directors from RoC cases	
	Total of (II)	

2. **1-2 person may be deployed** in Doordarshan commercial Service office during **office hour on regular basis.**

3. The firm shall submit their proposal in two stage systems. The complete proposal shall contain a technical bid and commercial bid.

4. <u>Evaluation of the BIDS</u>

The Evaluation of the bids will be carried out on QCBS model where weightage of the quality (technical evaluation) will account for 70% and weightage for the cost (financial evaluation) will account for 30%.

Combined Bid Score (B) will be calculated for each bid using the following formula:

B = (Clow/C)*X + (T/Thigh)*(1-X)

C= Offered Bid Price

C(low)= The lowest of all offered Bid Prices among responsive Bids

T= The total Technical Score awarded to the BID

T(high)= The technical Score achieved by the Bid that was scored

highest among all responsive bids

X= weightage for the price as specified 30%

5. <u>Technical Bid shall contain the following documents:</u>

- List of Documents and summary of experience must be attached.
- GST Registration Certificate.
- Establishment certificate (The firm must be situated in Delhi).
- Copy of ITR of the last three Financial Years.

- CA Certified balance sheet.
- Minimum Average Annual Turnover of bidder for last 3 years: .
- Work Experience certificate of Past work other than Govt. (Bidders must have e-filing of GST Return and other related work experience in other than Govt. Dept. i.e. Corporate companies.
- Work experience certificate of Past work in Govt. Dept. (Bidders must have e-filing of GST Return and other related work experience in other than Govt. department i.e Central Govt., State Govt., PSUs etc..
- Manpower profile (List of CA/ACA/FCA and other qualified staff must be attached)
- Certificate of CA firm empanelment with CAG.
- MSME Certificate with code 69202(Tax Consultancy) is required for EMD exemption.
- A certificate must be attached stating that the firm is not Bankrupt/insolvent.
- A certificate required regarding the firm is not blacklisted/debarred by any Govt. Dept./PSU(Format attached as annexure A).

6.<u>Technical Evaluation Criteria:</u>

The bidders shall submit the technical bid as per details in the prescribed format Annexure-1.

(a) All the eligible bidders have to make presentation of their technical and creative offer 2 days after bid opening. The date and time of the presentation shall be communicated subsequently.

(b) The bids securing less than 70% marks in each criteria shall not be qualified and their offer shall not be considered for the financial bid.

(c) Financial bids of those bidders will be opened, who score 70% or more marks in each section in the technical evaluation.

Sr. no.	Criteria	Maximum Marks	Qualified Marks (70%)
1	Work Experience certificate of Past work other than Govt. Dept. (Bidders must have e-filing of GST Return and other related work experience in other than Govt. Dept. i.e. Corporate companies.	35	24.5
2.	Work experience certificate of Past work in Govt. Dept. (Bidders must have e-filing of GST Return and other related work experience in other than Govt. department i.e Central Govt., State Govt., PSUs etc.	35	24.5
3.	Man Power Profile [Sufficient Man Power (CA/ACA/FCA/Skilled staff) may be available in the CA Firm to handle such huge and voluminous GST Data.]**	30	21

: **1-2 person may be deployed in Doordarshan commercial Service office during **office hour on regular basis.**

The TEC will evaluate the documents on the basis of following marking system.

<table>
<tr><td>Sr. No.</td><td>Criteria</td><td>Description</td><td colspan="2">Marking system</td></tr>
<tr><td>1</td><td>Work Experience in other than Govt. Dept.(Corporate companies).</td><td>Work Experience certificate of Past work other than Govt. Dept. (Bidders must have e-filing of GST Return and other related work experience in other than Govt. Dept. i.e. Corporate companies</td><td colspan="2">5 Marks for every years (Max-35)*</td></tr>
<tr><td>2</td><td>Work Experience in Govt. Dept.(Central Govt., State Govt., PSU etc.2</td><td>Work experience certificate of past work in Govt. Dept. (Bidders must have e-filing of GST Return and other related work experience in other than Govt. department i.e Central Govt., State Govt., PSUs etc.</td><td colspan="2">5 Marks for every years (Max-35)*</td></tr>
<tr><td rowspan="8">3</td><td rowspan="8">Man Power Profile [Sufficient Man Power (CA/ACA/FCA/Skilled staff) may be available in the CA Firm to handle such huge and voluminous GST Data.]</td><td rowspan="7">a. CA/ACA/FCA (Max Marks-24 and Qualified in 17 Marks)</td><td>No of staff</td><td>Marks</td></tr>
<tr><td>1-4</td><td>4</td></tr>
<tr><td>4-8</td><td>8</td></tr>
<tr><td>8-12</td><td>12</td></tr>
<tr><td>12-16</td><td>16</td></tr>
<tr><td>16-20</td><td>20</td></tr>
<tr><td>20& above</td><td>24</td></tr>
<tr><td>b. Skilled staff (Max. Marks-6 and Qualified Marks-3</td><td colspan="2">1 mark for every skilled staff (Max. Marks-6)</td></tr>
</table>

Note: (i) Work experience may be counted from 01-04-2018 to 31-03-2026.

(ii) Work experience 6 months and above may be counted as 1 year and less than 6 months counts as NIL.

However, L1 bidder may be considered as per GPF Rule.

- EMD Amount: 2% of Estimated Tender Value)
- Value of performance grantee: 3% of contract Value.
- Warrantee: 2 years

7. Service support:

Availability of office of service provider: An office of the service provider must be located in the state of the consignee i.e, New Delhi. Documentary evidence (establishment certificate) to be submitted.

- Bidder Financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload the undertaking to this effect with the bid.
- Certificate/document: Bidder's offer is liable to be rejected if they don't upload any of the certificates/documents sought in the bid document, ATC and Corrigendum, if any.
- Please avoid double or triple uploading of documents and after uploading must be checked the uploaded document is correct or not.
- All terms and conditions of the Gem document may be considered, which is not available in this RFP.

The quotation should clearly indicate the **fee for one year and the total fee for two years**, along with a separate indication of applicable GST, if any.

The interested firms/Chartered Accountants are requested to furnish the following details along with their budgetary quotation:

1. Name of the Chartered Accountant/CA Firm.
2. Name and address of the firm.
3. Name of the authorized person/contact person.
4. PAN and GST Registration Number, wherever applicable.
5. Details of relevant experience in GST return filing and compliance work.
6. Details of similar assignments handled for Government Departments/PSUs/Autonomous Bodies/other organizations, if any.
7. Professional fee for the proposed scope of work.
8. Applicable GST and other applicable charges, if any.
9. Total quoted amount for one year and for the complete period of two years.
10. Any other relevant information considered necessary.

8. The budgetary quotation may be submitted in the following format:

Sr. No.	Particulars	Period	Professional Fee (₹)	GST (₹)	Total Amount (₹)
1.	I. GST Return Filing & Related Compliance Work **(GST Filing and Reconciliation: Monthly GST Returns (GSTR-1, GSTR-3B, & GSTR-6)),** **II. Addressing/reply notices/ orders from GST authority**	1st Year			
2.	-do-	2nd Year			
Total		**Two Years**			

The quotation is being sought **only for the purpose of assessing the estimated expenditure/budgetary requirement** and shall not be construed as a commitment to award the work.

The firm/Chartered Accountant should have adequate experience and professional competence in handling GST return filing and related statutory compliance matters. Documentary evidence in support of the experience may be enclosed with the quotation.

The budgetary quotation may kindly be submitted on or before __________ through **E-mail/official correspondence**, at the following address:

Seema Singh, Sr.AO (DCS)
Doordarshan Commercial Section
Tower -A, Ground Floor
Copernicus Marg, Mandi House
New Delhi - 110001
E-mail: dcsadmin@prasarbharati.gov.in
: dcsgst@prasarbharati.gov.in

Terms & Conditions

1. The budgetary quotation should clearly indicate the professional fee and applicable GST separately.
2. The quoted rates should remain valid for a period of **90 days** from the last date of submission of the quotation.
3. The professional fee should cover the complete scope of works specified above.
4. Any applicable statutory taxes/levies shall be indicated separately.
5. The firm/Chartered Accountant shall maintain confidentiality of all financial, accounting, GST and other official information/documents provided during the course of the assignment.
6. The work shall be required to be carried out in coordination with the concerned officials of the office.
7. The engagement, if undertaken subsequently, shall be subject to the terms and conditions decided by the competent authority.
8. The quantity/nature of work may vary depending upon the actual requirement of the office.
9. The budgetary quotation is being obtained for **preparation of budgetary estimates w.r.t. clause No.8 for budgetary quote (financial evaluation)** and does not confer any right or claim upon the firm for award of the work.
10. Details of the work experience and manpower of the agency may be given/mentioned w.r.t. the clause No.6. **for Tech Evaluation Criteria.**

Yours sincerely,

28/8/26

(Seema Singh),
Sr.AO (DCS)
Mob. No.9718584400
For DDG (DCS)
O/o DG:DD

सीमा सिंह/SEEMA SINGH
वरिष्ठ प्रशासनिक अधिकारी/Sr. Administrative Officer
दूरदर्शन वाणिज्यिक सेवा
Doordarshan Commercial Services
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Doordarshan Bhawan