

DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION LTD.
18-A DDA SCO COMPLEX, DEFENCE COLONY, NEW DELHI – 110024

INVITING QUOTATIONS FROM PROFESSIONAL IN PRACTICE/ FIRM i.e. CS /CA /CWA
FOR SERETARIAL ACTIVITIES OF DTTDC FOR THE FY 2024-25

Delhi Tourism & Transportation Development Corporation Limited (DTTDC), a Government of National Capital Territory of Delhi undertaking, was incorporated in 1975 to develop and promote tourism in Delhi.

DTTDC being a Company registered under the erstwhile Companies Act, 1956 with Registrar of Companies, Ministry of Corporate Affairs, needs to file certain e-forms and returns on annual basis as well as on event basis.

In this view, DTTDC wishes to engage services of Professional in Practice/ Firm i.e. CS /CA /CWA for the following secretarial activities:-

Sl. No.	Particulars	Fees (In Rs.)
1	Certification fee of e-forms (per form) to be filed*	
2	Conversion of Financial Statements of DTTDC in XBRL Mode and preparation of Form AOC-4 XBRL and Form CSR-2.	
3	Issuance of Form MGT-8	
4	Obtaining Digital signatures	

***ROC fees would be reimbursed on actual basis.**

Eligibility Criteria for Practicing Professional:-

1. The Lead Partner/Proprietor/Individual should have a minimum Post Qualification Experience of 05 years in full time practice.
2. The Practicing Professional/Firm should have an experience of working with Government Departments/ Companies/ Public Sector Undertakings /Private Companies with respect to issuance of Form MGT-8/ Secretarial Audit/ certification of forms etc.
3. The Practicing Professional/ Firm should have his/ its office in Delhi/NCR.

General Terms and Conditions:-

1. DTTDC reserves the right to cancel the above document partly or fully at its sole discretion at any stage without assigning any reason to any of the participating applicants.
2. DTTDC also reserves the right to modify the Terms and Conditions and also to cancel the process at any stage without assigning any reasons.
3. DTTDC reserves the right to reject any or all proposals and/or alter the conditions without assigning any reason thereof.
4. Interested Parties may submit their quotation as mentioned above by 18.06.2024 at 05.00 pm in a sealed envelope along with requisite documents showing experience and qualifications at the address mentioned below:

**The Company Secretary,
Delhi Tourism & Transportation Development Corporation Limited
18-A, DDA SCO Complex,
Defence Colony, New Delhi-110024**

Sd/-
Company Secretary

Date: 11.06.2024

Place: New Delhi