

**NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT
CORPORATION
UNIT NO. 11 & 12, GROUND
FLOOR, DLF PRIME TOWER,
OKHLA PHASE-1, NEW
DELHI 110020**

**NOTICE INVITING SEALED
QUOTATION**

**INVITING SEALED QUOTATIONS FOR RECONCILIATION OF
GRANT FUNDS AND PREPARATION OF FINANCIAL STATEMENTS
IN TALLY FOR GRANTS RECEIVED UNDER SIPDA (INCLUDING
DDRS), CSR AND SCHOLARSHIP TRUST FUNDS AND ITS
RECONCILIATION INTER SE, WITH NHFDC FUNDS**

The National Handicapped Finance and Development Corporation invites sealed quotations **from various CHARTERED ACCOUNTANTS FIRMS** for Reconciliation of Grant Funds and Preparation of Financial Statements in Tally for Grants Received for SIPDA (Including DDRS), CSR and Scholarship Trust Funds and its Reconciliation Inter Se, with NHFDC Funds.

1. PARTICULARS

- a) Last date & time of receipt of : 15th March 2022,
03.00 P.M. Quotation
- b) Opening of Quotation : 21st March 2022, 03.30 P.M
- c) Place of receiving the Quotation: National Handicapped
Finance and Development
Corporation, Unit No. 11 &
12, Ground Floor, DLF
Prime Tower, Okhla Phase-
1, New Delhi 110020
- d) Contact person : Sh. Pardeep Kumar,
Chief Manager (Finance)
Ph.011-45803730 (Ext. 208)

Note:

This office will not be responsible for any postal/courier delay and also for reasons beyond the control of this office.

Terms and conditions

Para A:- (Technical Qualification)

- (i) The Chartered Accountant Firm should be empanelled with the Comptroller and Auditor General of India,
- (ii) The Chartered Accountant Firm should be in existence for at least 10 years.
- (iii) Firm must have at least 4 Partners with Minimum 3 FCAs.
- (iv) Main office of the Firm should be located in Delhi/NCR, JV and Associations are not permitted in this assignment
- (v) CA firm should not be blacklisted by any Government undertakings or Central / other State Government.
- (vi) Subcontracting shall not be allowed.
- (vii) Audit team should consist of at least one qualified Chartered Accountant.
- (viii) Interested Firm may visit the office of NHFDC to understand the work involved.

Note: - Firm means Proprietorship/Partnership Firm/LLP

The Chartered Accountant Firm shall intimate details of its Audit Staff i.e. Chartered Accountants, Article assistants, Paid Assistants and also Technical Staff who will be deployed for this purpose.

The Chartered Accountant Firm shall submit details of reconciliation / special audits etc. conducted by them in the past and enclose self-declaration/ copies of assignments entrusted to them and completed by them.

Preference will be given to the Chartered Accountant Firm which has experience of completing similar assignments in the past. Further terms and conditions are as follows: -

1. BACKGROUND

National Handicapped Finance and Development Corporation (NHFDC) receive Grants from Government of India (Ministry of Social Justice and Empowerment) and others, in the form of SIPDA (including DDRS), CSR of other CPSUs and Scholarship Trust Funds.

Release wise/Project wise, separate Financial Statements (Statement of Receipt & Payments Account, Statement of Income & Expenditure Account and Balance Sheet) in Tally were not prepared for Grant Funds

since inception. Therefore, NHFDC invites EOI / Proposal for appointment of Chartered Accountant Firms for conducting: -

- a. reconciliation of Grant Funds inter se and with NHFDC Funds since inception of grants, and,
- b. preparation of Financial Statements of these Grant Funds separately, including data entry in Tally.

2. SCOPE AND COVERAGE OF THE ASSIGNMENT

- i. Reconciliation of Grant Funds inter se and with NHFDC Funds.
- ii. Preparation of certified Financial Statements, including data entry in Tally.
- iii. A report on errors, if any, found in the books of accounts to be brought on record and the resultant rectifying entry/ies be affected.

3. Reporting and Timing

- a) The assignment shall have to be completed by the Chartered Accountant Firm within **4 months** after the date of allotment.
- b) Weekly progress Reports to be informed in writing / email to HoD(Finance) as well as to HoD(Project-III).
- c) The reports in respect of each Financial Statements should be submitted to the Chairman-cum-Managing Director, NHFDC.
- d) In case the Chartered Accountant Firm fails to complete the assignment allotted the progress made by the firm in this regard is found to be unsatisfactory, no claim of fee shall be entertained and the work allowed would be cancelled.
- e) In case the Chartered Accountant Firm is found indulging in any unethical practice(s), they shall be removed from the panel and black listed and all possible legal action shall be initiated against them.

Para B:- (SELECTION CRITERIA/EVALUATION)

f)

Financial Bid shall be opened for that firm whose Technical Bids are considered. Those who do not qualify the Minimum Eligibility Criteria will straightaway be rejected and the financial bid of the rest will be opened.

However, NHFDC reserves the right to consider/ not to consider the Firm with the least quote due to any reason as per the discretion of the NHFDC. The decision of the NHFDC would be final and binding in this regard.

(General Requirement and Guidelines for submitting the Bids)

a) The technical bid should strictly be submitted in the sealed envelope and super scribed with EOI for appointment of Chartered Accountants for Reconciliation of Grant Funds and Preparation of Financial Statements in Tally for Grants Received for SIPDA (including DDRS), CSR and Scholarship Trust Funds and its Reconciliation Inter Se, With NHFDC Funds. The name and address of the applicant firm must also be mentioned on the envelope containing (eligibility conditions). The stamped and signed copy of the EOI along with supporting documents should be kept in this envelope.

b) Chartered Accountant Firm shall have to submit their financial bid quoting their rates (excluding GST) to conduct the assignment in a separate sealed envelope and super scribed with "Financial Bid for EOI for appointing of Chartered Accountants for Reconciliation of Grant Funds and Preparation of Financial Statements in Tally for Grants Received for SIPDA (Including DDRS), CSR and Scholarship Trust Funds and its Reconciliation Inter Se, with NHFDC Funds". The name and address of the applicant firm must also be mentioned on the envelope.

Para C :- (SECRECY)

Information, data obtained during / in the course of the assignment shall be kept strictly confidential. Loss / damages accruing to the Corporation shall be made good to NHFDC on account of failure to do so.

Para D:- (TERMINATION)

CMD, NHFDC has authority to terminate the work assigned to Firm in case of lack of progress, non- completion of work on time.

Para-E:- (FEES TO BE PAID)

Rates quoted by the interested Chartered Accountants/CA Firm in Financial Bid will be applicable for duration of assignment, no escalation in fees shall be admissible in any circumstances. The above lump sum Fee shall include TA/DA and no other charges shall be paid to the Chartered Accountants/CA Firm. Fee will be paid by NHFDC after a period of 15 days after the acceptance of Financial Statements and report, on submission of Bills.

Para F:- (Other)

- a) As per Grant Schemes / MoU recording of transactions in tally separately for Release Wise / Project wise Grants treating each Release / MoU as a separate Project, including Receipts, Payments, Journal Voucher, Contra Voucher, Investments in Bank FDRs, Interest Income, Realisation of Maturity Amount, Reconciliation of Bank Accounts, Proper recording of Inflow and Outflow of Funds, adjustments of funds movements to /from other sources etc.
- b) Reconciliation / preparing of Financial Statements may be based on supporting in files / noting and actual movement of funds under separate heads of funds received for a project.
- c) Preparation of Financial Statements of Grants Funds (Released / Project Wise) and certification thereon,
- d) Reconciliation of Grant Funds with respective Bank Accounts.
- e) Checking of UC issued by NHFDC from time to time for grants received,
- f) Segregation of Final Balance available in Grant Funds and Interest Earned on Grant Funds.
- g) Depute at least one qualified Chartered Accountant on regular basis with other staff at NHFDC's Corporate Office, DLF Prime Towers, Okhla Phase-I, New Delhi-110020 who will be working on full time basis from 9:30 a.m. TO 6:00 p.m. (as per office timing) to process entries in Tally and finalize Financial Statements for Grant Funds.

- h) Appointed Firm shall update progress of work regularly (preferably on every Monday) with HoD(Finance).
- i) Up on completion of work, appointed firm must provide full details, including working papers, summary reports etc.

Interested CA Firms may visit our Office as well as website nhfdc.nic.in for further information including past Annual Reports.

Information to be provided along with Quotation

Sr. No.	Particulars
(a)	Name of Firm
(b)	Particulars of Office (Head Office and Branch with Address and Phone No.)
(c)	Year of Establishment
(d)	No. of Partners, [Out of the Partners, no. of Partners who are FCA]
(e)	No. of Paid Assistants / Employees : Out of the employees, C.A., if any
(f)	Empanelment with C & AG of India (Regn. No., if any, and Date)
(g)	Experience in working with CPSE and the capacity in which the work was undertaken.
(h)	Experience of Reconciliation work carried out by the Firm for PSUs.