



## 1. Introduction

Gliders India Limited (hereinafter referred to as "GIL") is a Government of India enterprise. Ordnance Parachute Factory (hereinafter referred to as "OPF") is the factory unit of GIL. Prior to 1<sup>st</sup> Oct 2021 it was working as a unit under Ordnance Factory Board. OPF intends to hire a consulting firm for discharge of functions of cost accounting and financial accounting, which includes maintenance of cost accounting records as per Section 148 of Companies Act, 2013 and also provide financial services and other related services as per the scope of work detailed in this document.

## 2. Place of execution of work

Gliders India Limited Head Quarter &  
Factory Unit Ordnance Parachute Factory, Napier Road, Kanpur (OPF)

## 3. Period of Contract

12 Months (from the date of supply order). The period of contract may be extended by months upon satisfactory performance and mutual consent.

## 4. Eligibility

- a. The bidder must be a firm of Chartered Accountants or Cost Accountants having incorporation date of at least 7 (Seven) years before as on the date of submission of bid Registration Certificate of firm from the respective institutes should be submitted in this regard.
- b. The registered office of the firm should be in Kanpur.
- c. The bidder should have an experience of at least 3 years of work with Ordnance Factory regarding taxation/accounting works. A copy of supply order along with the successful completion certificate for that work must be submitted.
- d. The average turnover of the firm for F.Y 2018-19 F.Y. 2019-20 and F.Y 2020-21 should be at least Rs.15 lakhs. Turnover certificate from a Chartered Accountant should be submitted.
- e. The firm should not be debarred or black-listed from any Government Department, Local Authority or Public Sector Undertaking (PSU). A self-certified declaration should be submitted in this regard.
- f. The firm or its partner(s)/proprietor should never have been subject to any disciplinary action by their respective institutes or by any court of law. Declaration in firm's letter head should be given in this regard.
- g. GST registration certificate is to be mandatorily submitted by the firm along with their technical bid.

Individuals/Freelancers are not eligible to participate in tender.

## 5. Scope of Work

The following financial services are to be carried out at OPF

- a. Cost Accounting
  - i. Understanding the current system of maintenance of costing records
  - ii. Drafting of Standard Operating Procedures (SOP) for maintenance of costing record.

ii. An indicative list of works involved is as follows

- 1 Pay & Allowances Accounting
- 2 Material Accounting
- 3 Labour Accounting
- 4 Bill of Material (BOM) costing
- 5 Product wise costing
- Cost Variance and Margin analysis
- PSL Maintenance and Inventory Valuation
- 8 Preparation and dissemination of financial information to the management
- 9 Raw Material related analysis and participation
- 10 Product sale analysis
- 11 Collection of costing data from various sections
- 12 Analysis of expenses
- 13 Product wise and segment wise profitability analysis
- 14 Preparing and analyzing sales data
- 15 Assistance in Make and buy decision making
- 16 Any other accounting requirement as asked by the Factory Management

b Recording of all the transactions through Tally Software such as preparation of invoices, payment vouchers etc., recording the different expenditures incurred and carrying out all the related financial reconciliation activities in association with the bank and OPF employees.

c Carrying out preliminary scrutiny of the bills received for compliance as per the various GST, IT laws before submitting it to OPF staff and maintenance of Ledgers/Records/registers Soft A Hard copies for:

- i. Payments to Suppliers
- ii. Payments to Employees
- iii. Buildings & Civil works
- iv. Plant & Machinery

d. MIS reports:

- i. Preparation of manual or software-based MIS reports like Cash flow statement, Budget availability etc.
- ii Any other financial reports as and when required

e. GST services.

Scrutinising documents from time to time to ensure proper compliance. Computation of monthly GST liability and preparing the returns, computation of monthly GST credit and adjustments thereof.

- ii. Preparation and submission of the Monthly/ Quarterly/ Half-Yearly / Annual returns before due date or any other reports of Returns statutorily required.
- iii Reconciliation of Input tax credit with the payments done by OPF and resolving the discrepancies if any in association with OPF management.
- iv. Maintenance of the GST credit registers for Input services used, based

Litigation Support in GST matters

Causing appearance and making submissions in the course of assessments on behalf of OPF. Briefing the legal counsel, if any appointed for handling litigations which may arise

- vii Preparation and submission of replies against the notices issued by the tax authority from time to time.
- viii Handling the existing litigations/appeals/notices and also any GST issues arising during the contract. Filing appeals and attending hearings
- ix Liaisoning with Taxation authorities for assessment/hearing till completion of assessment on behalf of OPF
- x Responding/preparing draft replies to any correspondence/noting/show cause notice from Tax authorities,
- xi To represent/examine/assess/appeal before Taxation authorities/Appellate Authorities for current as well as old pending cases on behalf of OPF

f Income Tax services:

- i. Scrutinising documents from time to time to ensure proper compliance. Computation of TDS deduction and TDS payment and preparing *li*e challans, payments and adjustments thereof
- ii. Preparation and submission of the Monthly/ Quarterly/ Half-Yearly/ Annual returns before due date or any other reports of Returns statutorily required
- iii. Litigation support in Income Tax matters. Causing appearance and making submissions in the course of assessments on behalf of OPF. Briefing the legal counsel, if any, appointed for handling litigations which may arise
- iv Preparation and submission of replies against the notices issued by the tax authority from time to time.
- v Handling the existing litigations/appeals/notices and also any GST issues arising during the contract. Filing appeals and attending hearings
- vi. Liaisoning with Taxation authorities for assessment/hearing till completion of assessment on behalf of OPF
- vii. Responding/preparing draft replies to any correspondence/noting/show cause notice from Tax authorities.
- viii. To represent/examine/assess/appeal before Taxation authorities/Appellate Authorities for current as well as old pending cases on behalf of OPF.

g Preparation of Invoice: Preparation of invoices for the products of OPF and maintenance of their records

h Awareness & Training.

To inform/educate OPF employees working in Finance Cell on the latest amendments /circulars issued from time to time by Government with respect to "Financial Cdmpliances like GST, Income Tax etc. related matters" and conduct workshops on these matters for the "benefit of".

executives as and when required/requested. All amendments/circular notices must be intimated to OPF as soon as it is published.

## 6. Availability Requirements

Carry out the financial services as per the scope of work ensure full time availability of minimum 5 accountants. The firm will also ensure that all the financial services provided will be under the supervision of a qualified Chartered Accountant. The services of one retired employee will also be provided by the firm. The above is the minimum requirement and additional manpower may have to be deputed by like firm from time to time commensurate to the requirements.

The requirements are given below in detail.

- One well qualified/trained Cost Accountant with relevant qualification (ICWA) with minimum 5 years post qualification experience in cost accounting along with computer and tally software knowledge who shall guide the Sr. Accountants and/or OPF employees carrying out Cost Accounting or finance functions at OPF. The Cost Accountant will be available at OPF full time (Working hours) on all working days of OPF.
- One well qualified/trained Chartered Accountant with relevant qualification (CA/FCA) with minimum 7 years post qualification experience with computer and tally software knowledge shall guide the Sr. Accountants and OPF employees who are carrying out financial activities of OPF as per the requirement of work. Chartered Accountant will additionally be responsible for the requirements related to GST/Income Tax as per the scope of work. Chartered Accountant will visit OPF minimum twice in a week and also if any need arises at OPF. Chartered Accountant will ensure that there is no pendency in the work described above and may have to increase the frequency of visits if felt necessary.
- One well qualified and trained Sr. Accountant with relevant qualification [Only Full time M.Com/MBA(Finance) or passed CA(Inter)] with minimum 5 years post qualification experience with knowledge of computer and Tally software who will attend/deal with financial activities of OPF as per the requirement of work. Sr. Accountant will be available at OPF full time (Working hours) on all working days of OPF.

• Five well qualified/trained Accountant with...



5

## SCOPE OF WORK FOR FINANCIAL SERVICES AT GUIDERS INDIA LIMITED, KANPUR

activities of OPF as per the requirement of work. The Accountants will be available at OPF full time (Working hours) on all working days of OPF. They will assist the chartered accountant, cost accountants and/or sr. accountant as per work requirements. One accountant out of five will be working at GIL Headquarters to carry out these functions there.

- One retired employee of Defence Accounts Department (DAD) of rank not less than Assistant Accounts Officer. The employee should have a minimum 10-year experience of working in Local Accounts office of the Ordnance factories and should also have experience in working in the Costing Section of Accounts Office. The employee will provide insights into the present accounting system being followed at OPF with the assistance of Defence Accounts Department. He/she will be associated with the cost accountant in understanding the current system of maintenance of costing records and will assist in drafting of Standard Operating Procedures (SOP) for maintenance of costing records. He/she will visit the factory as per the requirements of the cost accountant functioning at OPF.

### 7. Local Office

The firm should have local office near OPF or in Kanpur district to ensure proper coordination and availability.

### 8. Payment

Monthly payment will be done on a pro-rata basis.

### 9. Statutory and legal terms and conditions

The firm/supplier should comply with all legal and statutory compliances related to providing financial services to OPF. The personnel deputed by the firm will be allowed to function in the OPF premises. The firm will be responsible for the proper conduct of the personnel deputed by them and will ensure the confidentiality of the information being accessed by its personnel deputed at OPF to provide the above-mentioned services.

The firm will indemnify the Employer and its personnel and agents from and against all liability in respect of any damages incurred during the execution of its functions as per the scope of work, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the work executed.

### 10. Penalty

In case of the absence of any person, a suitable alternate will be ensured by the firm. Penalty for not providing the services on any day will be four times the value of service per day calculated on a pro-rata basis considering 365 days in a year.