

Notice for Quotations from the Firm of Chartered Accountants and / or Cost Accountants for appointment for for appointment as Internal Auditor, filing of returns under GST and Income Tax Act of NSKFDC and Preparation of Financial Statements in compliance of IND AS and other statutes as applicable for the FY 2024-25

1. Background

National Safai Karamcharis Finance & Development Corporation (NSKFDC), a Govt of India Undertaking under the Ministry of Social Justice & Empowerment was incorporated on 24th January, 1997, as a Company 'Not for Profit under the erstwhile section 25 of the Companies Act, 1956 (now Section 8 of the Companies Act, 2013). The Authorised Share Capital of the Corporation is Rs. 710 crore and it is fully paid up.

The mission of NSKFDC is to endow alternate means of livelihood to Safai Karamcharis (including waste pickers), Scavengers and their dependents to enable them live with dignity, honour and pride along with the mainstream of the Society.

The objectives of NSKFDC are to promote socio-economic upliftment of Safai Karamcharis (including waste pickers), Scavengers and their dependents by way of providing financial assistance at concessional rates of interest for income generating activities and loans to students for pursuing professional and technical education through its State Channelizing Agencies (SCAs)/Regional Rural Banks(RRBs) and Nationalized Banks.

Further, NSKFDC has received total grant of Rs 19.2 crore under Nation Action for Mechanised Sanitation Ecosystem for the purpose of prevention of death of sewer and Septic tank workers through their identification, training, providing Kits, and safety devices, health insurance under PM Ajay etc. As per direction of Ministry of Social Justice & Empowerment a separate set of books of accounts needs to be maintained and utilization certificate needs to be submitted to ministry annually after finalization of accounts.

NSKFDC intends to hire the service of a Firm of Chartered Accountants and / or Cost Accountants for appointment for for appointment as Internal Auditor, filing of returns under GST and Income Tax Act of NSKFDC and Preparation of Financial Statements in compliance of IND AS and other statutes as applicable for the FY 2024-25

2. Submission of Proposal

Bidder shall submit their proposal on or before 29-01-2024 No EMD is required for submission of the tender documents. Proposal shall be submitted in two parts in two separate envelopes specifically mentioning Techno-commercial bid or Financial bid on top of envelop. The two parts of the proposal should be as per following:

Part I: techno commercial bid will be opened on 01-02-2024

Part II: price bid (format enclosed at annexure II) will be opened on 15-02-2024 of only those bidder whose part I techno-commercial Bid is found to be acceptable by NSKFDC.

Only bidders who score minimum 40 marks or more will be considered techno-commercially qualified. Format of Techno commercial evaluation is annexed at annexure I.

Following documents required to be enclosed with technical bid form:

Sl No	Particulars	
1.	Year of establishment of firm	
2.	Partners details as per ICAI/ ICMAI certificates as on 01/06/2022	
3.	DISA/ CISA Qualified partner	
4.	Name of Chartered Accountant / Cost Accountants employed with firm	
5.	Exposure of the firm in PSU company under central/ state govt as statutory/ internal auditor and in preparation of financial statements as per IND AS (Name of PSU, Year of audit, and nature of Audit undertaken)	
6.	Exposure of the firm in PSU company under central/ state govt in preparation of financial statements as per IND AS (Name of PSU, Year, of Preparation of Financial statements)	
7.	GSTIN Certificate	
8.	Registration certificate issued by ICAI/ ICMAI	

1. SCOPE and REPROTING:

A. Internal Audit:

- To check the adequacy of internal financial controls system and the operating effectiveness of such controls.
- Routine Checking of all accounting and financial transactions i.e. verification of vouchers, checking of banking transactions,
- Verification of Government guarantees, other security, Memorandum of Understanding (MoU) or agreements and other loan documents, disbursements of loan, repayments and utilization, interest receipts, and review of lending policy guidelines.
- To check all the conditions of agreements have been complied with and any financial impact is properly accounted for.
- Examine that the decisions taken by the Management/Board are properly implemented at various levels while conducting the transactions.
- Verification of various Financial/Loan Accounting transactions and investment planning with specific reference to various rules, regulations, manuals, guidelines and policies as prevalent from time to time and their applications in the Corporation.
- Departmental Audit including verification and checking of all records and registers in Personnel & Administration, Training sections.

- h) To review the systems established to ensure compliance with all applicable law, regulations and guidelines issued by Department of Public Enterprises (DPE).
- i) To review the process of procurement of fixed assets, capitalization, disposal of fixed assets and other related processes related to fixed assets, identification of idle fixed assets, and calculation of depreciation on fixed assets as per schedule II of Companies Act, 2013.
- j) To carry out the physical verification of fixed assets and ensure that discrepancy, if any, is dealt with correctly.
- k) To ensure that all the fixed assets are properly insured and review the process of safeguarding the fixed assets.
- l) To review various process and reports generated from accounting and other software used in corporation and ensures that report contain correct and complete information.
- m) To review all the policies and ensure the process adhere to policies and suggest necessary changes if any.
- n) To ensure compliance with CSR policy, direction of CSR committee has been complied with and requirement of Companies Act, 2013 pertaining to CSR has been duly complied with.
- o) To assist in the preparation of final accounts and draft balance sheet before finalizing financial statements.
- p) To check and review any other areas where special attention are required.
- q) To conduct audit and issue a utilization certificate annually for grant in aid received under NAMASTE scheme to be submitted to Ministry of social Justice and Empowerment.

B. Filing of Return:

- a) Filing of Tax Deducted at Source (TDS) returns
- b) Generating Form 16 and Form 16A
- c) Filing of income tax return under section 139 of Income Tax Act, 1961
- d) Prepare schedules and other related information to be filled in form 3CA, form 3CD under section 44AB
- e) Filing of GST returns like GSTR 1, GSTR 3B, GSTR 7
- f) Filing of annual return under GST i.e. form GSTR 9 & 9C

C. Preparation of Financial Statement :

- a) Preparation of Financial Statement for FY 2024-23 in compliance of IND AS and other statutes as applicable.
- b) Preparation of Financial statements of grant in aid received NAMASTE scheme as per applicable statutes
- c) Proper Ledger Scrutiny and calculation of provisions required as per statutes
- d) Assistance in getting observation cleared from the Statutory & C&AG Audit of matters pertaining to drafting of Financial Statements.

2. REPORTING:-

- a) The Internal Auditors shall furnish quarterly report (by way of presentation) on performance of the Corporation to the Audit Committee and Board.

- b) The observations brought out in the report shall be discussed with the concerned officers and based on satisfactory explanation/feed-back provided, Items if any, of the report shall be dropped.
- c) The Internal Auditor shall verify the action taken/compliance of the observations of the Internal, Statutory & Govt. Auditors.
- d) The work of preparation of Financial statements to the satisfaction of the Statutory auditor (to be appointed by C&AG for the FY 2024-25) in time bound manner by i.e within 60 days from the close of the financial year 2024-25
- e) The work to conduct audit and issue a utilization certificate for grant in aid received under NAMASTE scheme and preparation of its accounts to the satisfaction of Ministry of social Justice and Empowerment for FY 2024-25.

3. TENURE:-

The appointment will be for the financial year 2024-25 i.e. for one year up to 31/03/2025 which may be extended on the basis of the performance for the next 3 financial years also.

- 4. For further clarifications & details The quarry may be addressed to AGM(A) through email ID puneet-nskfdc@nic.in

Annexure – I

Format for technical evaluation

SI No	Particulars	Points to be allotted	Minimum Marks	Maximum points
1.	Year of establishment of firm	1 point per year	5 points	7 Points
2.	<ul style="list-style-type: none">No of partners as on 01/01/2024Sole proprietorship firm	<ul style="list-style-type: none">2 points per partner1 point per one year of experience for sole proprietor	5 points	7 Points
3.	DISA/ CISA Qualified partner as on 01/01/2024	2 points per partner	-	4 Points
4.	No of qualified assistants (Chartered / cost accountants) employed with firm as on 01/01/2024	2 points per qualified assistant	-	4 Points
5.	Exposure of the firm in PSU company under central/ state govt as statutory/ internal auditor as on 01/01/2024	2 points per year of audit	10 Points	14 Points
6.	Exposure of the firm in PSU company under central/ state govt in preparation of financial statements as per IND AS	2 points per year of preparation of financial statements	10 Points	14 Points
	Maximum points		-	50 Points

Necessary supporting documents should be attached with Techno-commercial bid form.

Annexure II
Price Bid
(On letter head of Firm/Proprietorship/Individual)
PROFORMA FOR COMMERCIAL/PRICE BID

Sl No	Particulars	Rate (In Rs)
1.	Fees for internal Audit work for FY 2024-25	
2.	Fees for TDS return filing for FY 2024-25	
3.	Fees for filing of income tax return u/s 139 of Income Tax Act, 1961	
4.	Fees for preparing schedules required in form 3CA, form 3CD	
5.	Fees for filing GST returns	
6.	Fees for preparation of Financial statements of NSKFDC as per IND AS for FY 2024-25	
7.	Fees for conducting audit and Issuing Utilisation certificate of grant in aid under NAMASTE and preparing its financial statements for FY 2024-25	
8.	Total Fees Before Taxes	
9.	GST	
10.	Total Fees	

No out of pocket or conveyance reimbursement will be paid.

Signature

Name and designation of Authorized signatory

Date:

Place: