

Grih Kalyan Kendra
Request for Proposal (RFP) for Engagement of CA Firm as Internal Auditor for the Accounts of Grih Kalyan Kendra

INTRODUCTION

Grih Kalyan Kendra – a Society registered under the Societies Registration Act, 1860 – functions under the aegis of Ministry of Personnel, Public Grievances and Pensions. The Society runs various Welfare activities viz, nursery schools, crèche centres, gyms, craft centres, yoga, music & dance, martial art, badminton, brain development and also hiring out of Samaj Sadans for holding social functions by central govt. employees and their dependents in Delhi, Mumbai, Kolkata, Chennai, Bangaluru, Nagpur, Dehradun, Jaipur, Ghaziabad and Faridabad.

OBJECTIVES

This basic objective of the Society is to supplement the meager income of the needy central government employees and also to enable them to acquire experience and skill for better employment elsewhere. The issue dealt therein relates to booking of Samaj Sadans by the target group for holding social functions.

Grih Kalyan Kendra invites proposals for engagement of Chartered Accountant Firm as Internal Auditor and Accounts Work for Grih Kalyan Kendra (HQ'r) Lodhi Road Complex, New Delhi on the following terms & condition.

1. Terms & Conditions:

1. The proposal alongwith the duly filled proformas should reach to Secretary Grih Kalyan Kendra, Lodhi Road Complex, New Delhi-110003 on or before **05.01.2024 at 3:00 PM**. The proposals will be opened on **08.01.2024 at 3:00 PM**.
2. The CA firm should preferably be of New Delhi. The firm should have FCA on the date of application an empanelled with CAG. The firm should have five years' experience for such audit work of Government Organization/Reputed firm/Limited Company.
3. The firm should have an annual turnover of at-least Rs.25Lakhs for the last three years. The copy of the Balance Sheet for the last three years should be attached with the application.
4. The firm should submit list of credentials (clients).
5. The firm should be registered with the Income Tax Department and have a PAN and GST number or GST applied for.
6. The firm should be implementing quality control policies and procedures.
7. There should be no court/arbitration/legal cases pending against the firm or its partners.
8. The proprietor of the firm or partners should not have been debarred or cautioned by ICAI or by Govt.
9. Complete Address (Name, Phone Number and E-mail address) and name of the authorized representative of the firm should be attached.
10. Any quotation with inadequate information or incomplete information, those

which do not meet the above criteria, or those received after the closing date will be rejected straightway.

- 11 The present assignment will be valid initially valid from 01.01.2024 to 31.03.2026. The contract will be extended for a further period of two Financial Year enhancing 10 to 20% of the bid on the basis of satisfactory performance by the Firm.
 - 12 Proposal should be in two covers, one super-scribed as "Pre-qualification/Technical bid" (Annexure- 'A') the Second super-scribed as "Financial bid" (Annexure- 'B'). These sealed covers shall be put in an envelope which shall also be sealed and super-scribed with the words "Pre-qualification/Technical Bid and Financial Bid for engagement of Chartered Accountant Firm as Internal Auditor".
 - 13 The financial bid will only be opened after ascertaining that the firm is eligible on the basis of technical bid in Annexure "A".
 - 14 The firm should furnish declaration to the effect that all the terms & conditions are acceptable to them and shall comply with them strictly.
 - 15 An agreement will have to be executed between both the parties with the awardee.
 - 16 For any query/doubt, the Chartered Accountant Firm can contact at Mobile No.+91-8588815158; E-Mail: gkk.accont.2015@gmail.com
2. **Application Fee** : An amount of Rs. 1,000/- non-refundable to be furnished in the form of Account Payee Demand Draft in favour of "**Grih Kalyan Kendra**" or online payment **GKK SBI Saving Bank A/c Number 10314223326, IFSC SBIN0000625**. Application Fee with the application or proof of online payment may be submitted, otherwise his application will be will be rejected straightway.
3. **Performance Security:-**
- (i) To ensure due performance of the contract, Performance Security is to be obtained from the successful bidder awarded the contract. Performance Security should be for an amount of (10%) ten per cent of the value of the contract as specified in the bid documents. Performance Security may be furnished in the form of Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee (including eBank Guarantee) from a Commercial bank or online payment in an acceptable form safeguarding the purchaser's interest in all respects.
 - (ii) Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
4. **Scope of Work:**
1. Monthly bookkeeping as per General Financial Rules, 2017 i.e. Entry of Receipts& Payments on Tally Software by engaging a staff daily/ thrice a week basis.
 2. Preparation of Bank Reconciliation Statements from time to time.
 3. Submission of Statutory Compliances i.e. Filing of TDS Return and all GST Returns (i.e. GSTR-I, GSTR-3 & GSTR-7) monthly & quarterly basis.
 4. Quarterly) and monthly after preparation of challan.
 5. Deposit of monthly TDS amount.

6. Preparation of Form 16A of all the deductees
7. Preparation of final accounts (Receipt Payments, Income Expenditure Account, various schedules attached with the annual accounts) and Audit Report submission.
8. Assistance in auditing the accounts by statutory audit, i.e. C&AG audit.
9. Reconciliation of Expenditure
10. Maintenance of Assets Register and other necessary ledger book.
11. Preparation of GKK Accounts on accrual basis.
12. Assisting and furnishing the reply to all queries of CAG Audit, Statutory Audit, Income Tax etc.
13. To advice GKK in respect of Accounts or any matter relating to finances.
14. To resolve the previous outstanding tax demands as well as future tax demand during the tenure.
15. Any other work related to accounts assigned by GKK.

5. Payment Terms & Conditions.

Payment will be made to the awardee on quarterly basis after fulfillment of concerned returns and submission of Tax Invoice.

6. In the case of dispute

All disputes or differences arising out of or in connection with the contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to services or performance, which cannot be settled amicably, may be resolved through Secretary, GKK.

7. Penalty and Liquidated Damages

In case , if the awardee could not able to rendered his service in specific period, a penalty @1%daily and maximum of @10% office bid value will be deducted from his performance security.

8. Validity of Bids: The Bids should remain valid for six months from the last date of submission of the Bids.

9. Delivery Period - Delivery period for supply of items/services would be from the effective date of contract. Please note that Contract can be cancelled unilaterally by the Buyer/Customer in case items/services are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer/Customer with applicability of LD clause.

10. Effective Date of Contract: The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

PROFORMA FOR TECHNICAL BID

1. Status of the Firm-Partnership/Sole Proprietorship

a) Name of the firm(in Capital Letters):

b) (i) Address of the Head Office:

(ii)Address of the Branch Office:

(Head/Branch Office of the firm should be located preferably in Delhi)

c) Office Telephone No:

d) PAN No. of the firm:

e) GST Numbers or GST applied for

2. (a)Firm Registration Numbers(FRN)with ICAI

(b) Region Name

(c) Region Code No.

3. Date of Constitution of the firm

4. Empanelment Number with CAG

5. Empanelment with CAG during the last financial year (proof to been closed)

6. Date since when the firm has a full time FCA(FCA is must of eligibility of a firm)

7. Whether the firm has five years' experience as an internal auditor of Government Organization/ Reputed Firm/ Limited Company. If "YES" details may be given on a separate sheet: Yes/No

8. Whether the firm is implementing Quality Control Policies and procedures :Yes/No

9. Are there any court/arbitration/legal cases against the firm (If yes, give a brief note of the cases indicating its present status) Yes/No

10. Balance Sheet for the last three years (Turnover should not be less than Rs. 25 Lakh for the last three years) Yes/No

PROFORMA FOR FINANCIAL BID

1. Name of the Firm
2. Address of the Firm
3. Telephone No.
4. Email Id alternate e-mail Id
5. Mobile No. and alternate Mobile No.
6. Financial Bid of Professional Fee/Charges for this work (Monthly/Quarterly/Annual basis)

Authorised Signatory _____

Name _____

Designation _____

Date _____

Place _____

Seal

UNDERTAKING

I/We the sole proprietor/ partners of M/s.....

Chartered Accountants do here by jointly and solemnly verify and declare:-

- (i) That the particulars given are complete and correct and that if any of the statements made or the information furnished in the application form is not found correct data later stage or false or there had been suppression of material information, the firm would not only stand disqualified from the allotment, but would be liable for disciplinary action under the Chartered Accountants Act,1949 and the regulations framed there under;
- (ii) that the firm proprietor or partners have not been debarred or cautioned by ICAI /Govt. (if cautioned give details);
- (iii) that the firm accepts all the terms and conditions and scope of work attached with the application and shall comply with them strictly.

Place:

Date:

Encls.: Pages

Signature of Proprietor/Sole
Partner(Seal of the firm)

DOCUMENTS TO BE ATTACHED WITH THE BID:

S.No. Documents to be attached by the bidder

1. Empanelment number with CAG (Yes/No)
2. Firm Registration Number(FRN)with ICAI (Yes/No)
3. PAN No .of the firm (Yes/No)
4. GST Numbers or GST applied for (Yes/No)
5. Proof of Empanelment (Yes/No)
6. Balance Sheet for the last three years (Turnover should not be less than Rs. 25 Lakh for the las three years) (Yes/No)
7. Five years' experience for maintaining the books of accounts of Government Organization /reputed firm/Limited company (Yes/No)

Authorised Signatory_____

Name_____

Designation_____

Date_____

Place_____

Seal: