

Notice inviting offers from Chartered Accountant/Company Secretary (Partnership or proprietorship)

NABFOUNDATION invites quotations for hiring **an individual** on contractual basis or **a firm on retainership basis** which can provide services of both Chartered Accountant related work and Company Secretarial work. Individuals, partnership or proprietorship firms having experience in working with Government Organizations/Societies/ Foundations etc, will be required to provide the services as per the scope of work stated below:

1. Scope of Work:

1.i. Chartered Accountants

- Maintain record of Cash receipts/ income and cash disbursements/expenses
- Reconcile bank statements
- Review and prepare payroll records
- Post earnings record to ledger
- Scrutiny of Ledgers
- Yearly Receipt & Payment, Income & Expenditure and Balance Sheet
- Compliance of Statutory obligations
- Checking of payments as per the delegation
- Providing suggestions of improvement of the existing system of internal control.
- Finalizing Annual Accounts.
- Provide services related to income Tax matters including obtaining necessary certifications, filing of TDS Returns/ ITR etc.(if any)

1.ii Company Secretary

- Ensuring Composition of Board and that its Members comply with provisions of the Act and applicable rules therein
- Payment of remuneration / sitting fees to the Directors and to ensure compliance with the provisions of Companies Act, 2013
- Assistance in preparing circular resolutions to be passed in board meetings
- Hold atleast one Board Meeting every 6 months and undertake all formalities thereof like preparing Agenda, notices to Directors, preparing minutes of the meeting etc.
- Assistance in Holding AGM of all members once a year and all related matters thereof.
- Assistance in preparing Notices & other documentation for an EGM if required and all related matters thereof.
- Maintenance of all relevant Registers eg. Register of Members, Register of Directors and KMP and their Shareholding etc
- Statutory Filings with Registrar of Companies

- Annual Filing of all required forms and statements within the prescribed time limits under the Act
- Any other forms as may be required from time to time
- Advising on Company Law matters including amendments thereto
- Issue of Share Certificates from time to time.

2. Physical presence of staff:

2.i. For firms

- For accounting related work** : The firm will be expected to post or keep a person deputed atleast 3 times a week for taking care of all accounting related work.
- For Company Secretarial Work:** Presence of the firm representative will be required for attending to all Board Meeting related work.
- The partnership or proprietorship firm **should have a registered office in Mumbai** and empanelled with CAG of India and will be required to attend the meeting at the Office of the Foundation as and when required.
- If need be, the firm may have to represent the Foundation before relevant authorities in case of Income Tax related matters.

2.ii. For Individuals

The individual staff member will be required to be present in the company on a daily basis.

3. Time period of Engagement:

The selected individual/ firm will be required to provide the above mentioned services initially for **a period of three years from the date of appointment**. The assignment may be continued **for another period of two years**, on satisfactory performance, on mutually agreed terms. Notwithstanding anything contained herein above, the Foundation, however, reserves the right to discontinue the services of the individual/firm at any time during the period by serving one month's notice.

4. Pre-qualification criteria:

The bids of only those bidders will be considered, who satisfy the following eligibility criteria:

- The individual Chartered Accountant or Chartered Accountants firm (partnership or proprietorship) should be registered with The Institute of Chartered Accountants of

India (ICAI) and the Company Secretary should be registered with the Institute of Company Secretaries of India (ICSI)

- In case of Firms, the Firm may post an accountant in the Foundation on regular basis to handle the day to day accounting work of the Foundation. (Please see Point Number 2.i.A)
- The individual Chartered Accountant should have experience of atleast 3 years. In case of firms, the Chartered Accountants firm (partnership or proprietorship) should have been in operation for 3 years after its registration.
- The individual Chartered Accountant or the proprietor or partners of the firm (or any CA/CS / associated with the firm), in case of firms, should not have been debarred or cautioned by ICAI/ICSI /Central or State Public Sector Enterprise/Government (Central/State) during the last three years.

5. Payment terms:

5.i. For Individuals

5.i.A In the case of individuals, the candidate will be paid market friendly remuneration depending upon education and experience of the candidate.

5.i.B 10% annual increment will be allowed during the contract period.

5.ii. For Firms

5.ii.A In the case of firms, the price quoted by the firm (partnership or proprietorship), should be valid for the entire contract period. Payment shall be made at agreed rates against periodical invoices as mentioned below.

5.ii.B 10% annual increment will be allowed during the contract period.

6. SUBMISSION AND EVALUATION OF THE APPLICATION/ TENDER:

6.i. Submission of Application/tender:

Individual applicants may please apply in the prescribed format (Annexure I) and forward the same to **nabfoundation@nabard.org** within the prescribed timeframe.

Interested firms meeting all the pre-qualification criteria as mentioned above may submit their application/offer along with relevant details in a sealed envelope super scribed as "**Application/Tender for CA/CS assignments for NABFOUNDATION**" The Financial Bid may be furnished in the Annexure II attached.

- 6.ii** The Application/Tender should reach the following address latest **by 5.00 p.m. on 10th March 2020** -Address: NABFOUNDATION, 2nd floor 'B' Wing, NABARD Head Office, 'G' Block, Bandra Kurla Complex, Bandra East, Mumbai- 400051.
- 6.iii.** In the case of individuals, interviews will be held while in the case of firms, L1 criteria would be implemented for the selection process.
- 6.iv** The Foundation reserves the right to accept or reject any, or all the offers received or cancel the bidding process at any time prior to award of contract, without assigning any reason.

ANNEXURE I
FORMAT FOR APPLICATION (only for individual candidates)

FULL NAME	
ADDRESS	
GENDER	
DATE OF BIRTH	
CONTACT NOS	
EMAIL	
EDUCATIONAL QUALIFICATIONS	
EXPERIENCE	
CURRENT/ LAST PAY DRAWN	

UNDERTAKING:

- I certify that all of the information provided by me in this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.
- In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option.
- I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company.

Signature

Place:

Date:

ANNEXURE II

FINANCIAL BID for firms

Sr. No	Head	Amount (In figures) For 1 year (including taxes, cess etc.)
1	Providing services of Accountant on regular basis and for mandatory Annual filings	
2	Providing services of Company Secretary as per scope of work indicated	
3	Consolidated monthly retainership charges (1+2)	