Expression of Interest (EOI)

For

Empanelment of CA Firm / Individual for State Resource Centre for Woman and Child, Department of Women and Child Development, Uttar Pradesh

State Resource Centre for Woman and Child (SRCWC) set-up as an autonomous institution under the Department of Women and Child Development, Govt. of Uttar Pradesh at Lucknow responsible for undertaking research on various issues and provide certification and training to the different stakeholders of government and the civil society. It will have cross platform linkages with educational institutions to undertake joint research and training programs for the Government of Uttar Pradesh. SRCWC interventions would include, inter alia, Policy formulation, strengthening, advocacy, research, documentation, monitoring, evaluation and identification of best practices and innovations pertaining to schemes and programs related to women and children.

Objective:

To empanel CA Firm / Individual to provide services related to Technical support in Financial Management (Including financial software), Technical support in Accountancy, Annual Audit and Capacity Building and hand holding of Centre officers / staff the Centre.

Geographical area:

Office of SRCWC at Lucknow, Uttar Pradesh.

Period of Empanelment

The contract will be on year to year basis extendable for a period of 3 (three) years depending on the satisfactory completion of assignment during the year. Performance shall be primarily assessed on the basis of quality and timeliness of the report.

Scope of Work

i) To review of the system of book keeping & accounting.
ii) To tests and enquiries as the auditors consider necessary to form an opinion as to the reliability of the records as a basis for preparation of Accounts.
iii) To verify accounts with reference to the books of accounts i.e ledgers ,journal and other subsidiary and supporting records to see that the accounts are in agreement with the books of accounts.
iv) To make a review of the Income and Expenditure Account / Receipt & Payment Account and the Balance Sheet in order to make a report stating, whether in the opinion of the auditors, the financial statements are presented in conformity with the generally accepted accounting principles and the items therein are described in such a way to give a true and fair view of the financial position and results of operations of the entity.
v) Adequacy of Internal Audit System.
vi) System of Physical Verification of Inventory & Fixed Assets.
vii) Regularity in Payment of Statutory Dues.
viii) Checking of submission of Utilization Certificate.
ix) Capacity Building and hand holding of Centre officers / staff
x) Uses of financial software for record Keeping, financial transaction and reporting
xi) Any other work needed for Accounts finalization.

Eligibility Criteria of The CA Firm / Individual/ Individual

The application of only those CA firm / Individuals will be considered, which satisfy the following eligibility criteria:

i) The Chartered Accountant Firm / Individual should be empanelled with the office of C&AG of India for the Financial Year 2018-19.
ii) The Chartered Accountant Firm / Individual is required to have Income Tax Permanent Account Number (PAN) and Goods and Service Tax (GST) Registration Number.
iii) The firm / Individual should not be black listed by any Government Departments, C&AG, PSUs or any other organization in respect of any assignment or behavior. The firm / Individual has to submit the No blacklisting certificate.
iv) The CA firm / Individual should submit their turnover for the last three years
v) The CA Firm / Individual should have been in operation for minimum 7 years. The firm / Individual should have undertaken and completed at least 3 assignments related to Audit of Annual Accounts of Central Autonomous bodies (CAB) / other organization preferably in Public Sector Undertakings (PSUs).
vi) No proposal shall be entertained in joint venture/Consortium.

List of Documents To Be Submitted Along with Application

i) Detailed proposal on the activities to be carried out.
ii) Registration certificate of the firm / Individual issued by the Institute of Chartered Accountants of India (ICAI).
iii) Copy of Membership Card of the Partners issued by ICAI.
iv) Copies of appointment orders for statutory Audit in autonomous bodies/PSU’s.
v) Copy of PAN card of the CA Firm / Individual.


viii) Copies of Balance sheet and Profit & Loss Account of last three years
ix) Certificate of No Blacklisting

Empanelment Process

➢ The short listing of CA firm/ Individual on the basis of Eligibility Criteria, Documents Submitted and Detailed proposal to carry out the assignment.
A model Terms of Reference will be developed after analysing the various proposals
- Financial proposal will be sought from the shortlisted CA firm/Individual
- On the basis of financial proposal CA firm/Individual will be empanelled with SRCWC

SRCWC, Uttar Pradesh, Lucknow reserves the right to accept or reject any or all the offers received or cancel bidding process prior to award of any contract, without assigning any reason whatsoever.

Application Process

- The interested CA Firm / individual must send their details proposal as per the instruction given above with self-attested testimonial
- The scanned copies of self-attested testimonials along with the details proposal will be send on email ID info@srcwc.org by 2nd Sept, 2018. Proposal received after the last date will not be considered for empanelment process.