



National Highways & Infrastructure Development Corporation Limited
(A Public Sector Undertaking under the Ministry of Road, Transport & Highways, Govt. of India)

PTI Building, 3rd Floor,
4, Parliament Street,
New Delhi-110001

F. No. NHIDCL/HQ/Book Keeping/2016-17

Dated: September 2, 2016

Sub:-Request for Proposal for engaging a Firm of Practicing Chartered Accountants based in New Delhi for maintaining Books of Accounts and handling Tax related matters in NHIDCL.

National Highways and Infrastructure Development Corporation Limited was incorporated on 18th July, 2014 as a fully owned company as PSU under the Ministry of Road Transport & Highways, Government of India. The company promotes, surveys, establishes, designs, builds, operates, maintains and upgrades National Highways and Strategic Roads including interconnecting roads in parts of the country which share international boundaries with neighbouring countries.

Apart from Headquarters office at New Delhi, ten branch offices (Accounting Units) of NHIDCL are operational at present in Agartala (Tripura), Itanagar (Arunachal Pradesh), Dehradun (Uttarakhand), Jammu (J&K), Guwahati (Assam), Shillong (Meghalaya), Gangtok (Sikkim), Imphal (Manipur), Aizwal (Mizoram), and Dimapur (Nagaland). For taking care of the regular book keeping requirements at NHIDCL's Corporate office in New Delhi, this office intends to engage a reputed firm of Chartered Accountants based in New Delhi, subject to fulfilment of the required **Essential Qualification** (Annexure-I), as per the enclosed **Scope of work** (Annexure-II). The Appointment will be initially for a period of one year, which is further extendable for two years on satisfactory performance of the firm and as per NHIDCL's policy and shall entail inter-se coordination with the accounting setup at Branch offices and regular consolidation at the Headquarter office.

The eligible Firms are requested to submit (1) a Demand Draft of Rs. 1,000/- (Rupees one Thousand only) drawn in favour of "National Highways & Infrastructure Development Corporation Limited" (2) Sealed envelope containing documents in support of their fulfilling the essential qualification mentioned in Annexure – I and (3) a sealed Financial bid (Annexure-III) duly signed by their Authorised Signatory towards the proposed Annual Engagement fees (exclusive of applicable service tax but inclusive of all other reimbursements, payments, and facilities etc). Both the sealed envelopes should be kept in a third envelope scribing "**Application for engaging a Firm of Practicing Chartered Accountants based in New Delhi for maintaining Books of Accounts and handling Tax related matters in NHIDCL**", addressed to the **Director (A&F) NHIDCL, 3rd floor, PTI Building, 4-Parliament Street, New Delhi- 110001** on or before 16.09.2016 (upto 15:00 hrs). An annual escalation of 5% in the fees shall be admissible for the 2nd year onwards.

(Sanjay Jaju)
Director (A&F)

Encl: As above

Annexure-I

**Sub:-Request for Proposal for engaging a Firm of Practicing Chartered Accountants based in New Delhi
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Essential Qualification-Technical Qualification

Sl. No.	Requirement	Minimum Requirement
1.	Experience of the firm in Book Keeping and preparation of Final Accounts of the Company/ Statutory Audit of Final Accounts of Company dealing in Infrastructure /Construction/ Highway sector/ Central or state PSUs	10 Years (Copy of certificate of registration is to be enclosed)
2.	Experience of providing Tax consulting services for PSU and/or Government Organization having EPC projects/ Deposit works etc	At least 2 PSU/Government Organizations in last 5 years. (Engagement letter required)
3.	Number of Companies (irrespective of whether Private Sector or Public Sector), having atleast 5 different accounting units/ branches, whose books of accounts were maintained/ Statutory Audit of Final Accounts of Company, was conducted by the firm during 2013-14 or after	At least 10 companies (A list of the Companies along with accounting units to be enclosed)
4.	Profile of the senior Chartered Accountant responsible for overall supervision of Accounts as per clause A of scope of work	Minimum 10 years of post Qualification experience (Please enclose a brief of the assignments handled)

Note:- Relevant documents in support of claiming of fulfilling the Minimum Eligibility criteria are required to be enclosed

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Scope of work

(A) Composition of the Team required for Accounting

The requirements indicated below are the minimum and the firm may ensure adequate personnel for completion of the assignment:

Type of activity	Personnel	Qualifications & Experience	No(s).
Overall Supervision (time to time)	Senior Level personnel	Partner of the firm A qualified Chartered Accountant with at-least 10 years of post-qualification experience.	1
For reviewing the correctness of accounting entries, and ensuring compliances of all taxes and statutory dues	Middle Level personnel	A qualified Chartered Accountant in full time employment with at-least 3 years post-qualification experience.	1
For recording of establishment and project related accounting entries in Tally/ PFMS, or any other Accounting Software package procured/ implemented from time to time. They shall also ensure timely preparation and submission of Tax returns and other statutory compliances.	Accountant	Pass in the intermediate/PE-II/PCC/IPCC examination of the Institute of Chartered Accountants of India with at-least 1 year experience.	3

Note : The Middle Level Personnel and Accountants shall be deployed on all working days, and strictly observe the office timings, marking attendance in Aadhar Enabled Biometric Attendance System (AEBAS) adopted in NHIDCL. The Accountants shall not be replaced / discontinued without the prior notice of one month to NHIDCL

(B) Accounting of Day to Day transactions at Headquarter office

- (i) Recording of all financial transactions and accounting entries (including all cash and bank transactions - their periodical reconciliation and related records) at the Head office and consolidation of the Accounts, on the basis of month ended account statement received from all branch offices shall be ensured by the firm.
- (ii) To flag and implement specific advices /guidelines/ Accounting Standards/ updates on accounting treatment and other tax related matters, issued by ICAI from time to time, that may be applicable or may be adopted in NHIDCL and across all its branch offices uniformly.
- (iii) Advise on issues relating to finalization of Annual Accounts, adopting of uniform accounting policies and practices, throughout NHIDCL (including branch offices).
- (iv) Prepare and submit a monthly project expenditure statement
- (v) Submission of quarterly consolidated financial statements.
- (vi) Preparation of Financial Statements of the Company in accordance with the financial reporting framework prescribed under the Companies Act 2013, which would generally include, but not limited, to the following:-
 - Seeking of accounting information from branch offices for incorporation as notes/ disclosures on financial statements.
 - Preparation of unit-wise and consolidated trial balance.
 - Incorporation of various entries/ consolidation for the purpose of finalization of Accounts.
 - Preparation of all schedules, notes on accounts, cash flow statement and Funds flow etc.
 - Preparation of a file containing all relevant details/ schedules etc., for the purpose of Audit by Statutory/CAG auditors.

- (vii) To address and resolve the issues raised by Statutory Auditors & supplementary Audit by CAG.
- (viii) To consolidate and furnish the Accounting data for finalizing the Annual Report for that year.
- (ix) To carry out Physical verification of Fixed Assets at Headquarters and provide accounting data for consolidation with the records of fixed assets stationed at the branch offices.
- (x) Ensuring that regular stock entries are made in proper register.
- (xi) To review and advice on the forms and returns required to be filed with MCA/ Registrar of Companies etc.
- (xii) To ensure compliances required to be fulfilled in accordance with DPE guidelines issued from time to time.
- (xiii) Any other assignment incidental to above.

(C) Compliance of Taxation matters

Direct Tax

- (i) TDS Deposit- Monthly computation and deposit of TDS on various payments made
- (ii) TDS Returns Filing- Quarterly filling of TDS returns
- (iii) Issuance of form 16 & form 16A,
- (iv) Income Tax Return Filing- Preparation and filing of Annual Income Tax Return and annual assessment,
- (v) Tax Calculation- Calculation of advance income tax & its depositing the same in time.

Indirect Tax

- (i) Service Tax Deposit- Monthly deposit of service tax whether under reverse charge or as a service provider,
- (ii) Service Tax Returns- Preparation & filling of half yearly service tax return and annual assessment,
- (iii) CENVAT working- Preparation of details for claiming CENVAT.
- (iv) WCT-Deductions and remittances to the concerned departments.

(D) Consultation Services

The firm shall on request of NHIDCL issue necessary advice on matters requiring professional opinion.

(E) Method of Evaluation of Bids

The firms possessing the minimum technical requirement as specified in Annexure – I shall be declared Technically Qualified. The Financial Bid (Annexure – III) of only the technically qualified bidders shall be opened for evaluation and firm quoting the lowest fees shall be engaged for the assignment. In case multiple bids of the same lowest amount is received, the firm having highest experience as per S.No. 1 of Annexure – I shall be selected for engagement.

(F) Mode of Payment

The Assignment fees shall be released to the firm on quarterly basis on production of bills along with a monthly activity report and quarterly accounts addressed to Finance Division for appraisal and necessary action. NHIDCL shall generally release the payment within one week of receipt of bill, however NHIDCL shall not bear any penalty for late payment. An annual escalation @ 5% in the fees shall be admissible for the 2nd year onwards.

(G) General Terms and conditions

- (i) Resolution of dispute: NHIDCL reserves the right to cancel any or all the bids without assigning any reason. The decision of Director (A&F), NHIDCL shall be final in case of any disputes.
- (ii) Blacklisting on breach of confidentiality: The firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this assignment to any other agency without the prior written consent of NHIDCL and shall maintain safe custody of the records and vouchers provided during the term of engagement, failing which the firm shall be liable to be blacklisted.
- (iii) Integrity: Each of the Accounting staff so deployed must maintain highest standards of integrity and ethics.
- (iv) Necessity for visiting Branch offices: NHIDCL may request the firm to undertake Accounting/Tax related work of the Branch offices for which the applicable TA/DA shall be paid as per the present entitlement of GM (in case of Senior Level personnel)/ Dy. GM (in case of Middle level personnel)/ Manager (in case of Accountant) in NHIDCL.

**Finance Division
NHIDCL**

Annexure-III

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Format for submitting Financial Bids:-

Annual engagement fees (exclusive of applicable service tax but inclusive of all incidental expenses like transportation, local conveyance, consultation charges etc.)		
	(in Figures)	(in Words)
Scope of work as detailed under Annexure – II of the RFP		

Note: The minimum engagement fees shall be Rs. 6 Lakhs (Six Lakhs) per annum.

I have read the terms and conditions mentioned in NHIDCL's RFP No. NHIDCL/HQ/Book Keeping /2016-17 dated July _2016 and undertake to accept them unconditionally.

I also undertake that the maximum increase in the monthly assignment fees for next year (effective after completion of 12 months from the date of engagement) shall be 5% of the amount specified in the bid above.

(Authorized Signatory)
Firm Reg. No. _____