

NCCF/HO/P&A/2022-23/

Dated:19.05.2023


NOTICE

NCCF, Head Office invites applications for Appointment of Chartered Accountant Firms for carrying out the Statutory Audit for the Financial year 2022-23 of the NCCF Employees Gratuity Fund Trust for the following work.

1. Statutory Audit for the Financial Year 2022-23 of the NCCF Employees Gratuity Fund Trust.
2. E- Return Filling of the NCCF Employees Gratuity Fund Trust.
3. Any Notice received from the Department and to resolve the issues related to Gratuity.

Interested Chartered Accountant firms are requested to send their Offers/as per Annexure-I & Annexure-II within 7 days to the undersigned at NCCF, Head Office, 3 Siri Institutional Area, August Kranti, Marg, Hauz Khas, New Delhi, New Delhi.

NCCF reserves the right to Accept/Reject/Appoint any of the Chartered Accountant Firms.


19/05/2023
(Shakti Singh)
Incharge (P&A)

(On Letter-Head of Firm Proprietorship/Individual)Format of Covering letter

Date:

To

Incharge (P&A)
 NCUI Complex, 3-Siri Institutional Area,
 August Kranti Marg, Hauz Khas,
 New Delhi-110016

Sub: Proposal for.....

Dear Sir,

We enclose herewith the Particulars and Details of the Firm and price in connection with the above assignment. We also state as follows

- a. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
- b. The audit fee quoted by NCCF in the list are acceptable to us. We confirm that this proposal will remain binding upon us
- c. We agree to bear all costs incurred by us in connection with the preparation and submission of the offer and to bear any further pre-contract costs.
- d. We understand that M/s. NCCF is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.
- e. I confirm that I have authority(name of the firm) to submit the proposal of negotiate on its behalf.
- f. We are quoting the fees of Rs (Inclusive tax, levies etc) for the Statutory audit of NCCF Employees Gratuity Fund Trust for the year 2022-23.

(Name of Authorised Signatory) and membership no.
 (Name of Firm)



PROPOSAL:

The proposal shall be based on the parameters are as mentioned in the Table below.

NOTE: The Technical Proposal must not include any financial information regarding the Price, failing which the Proposal will be rejected.

SL No.	PARTICULARS	DETAILS (Supporting Documents where applicable are required to be annexed)
1	Compulsory Conditions i. Existence for a minimum period of five year. ii. Annual Turnover. For the purpose of ascertaining parameter of Turnover of the Firm average turnover for the previous three financial years shall be considered	
2	Year of establishment of the Firm	
3	Partners (details) as per ICAL/ICMAI Certificates as on 01.01.2021	
4	DISA/CISA qualified partner	
5	Names of the Chartered Accountants / Cost Accountants employed with the firm.	
6	Number of semi-qualified employees attached with the Firm (CA-Intermediate and/ or Cost-Intermediate).	
7	Exposure of the Firm in Trading industry preferably under Central/State Government as Statutory/Internal Auditors (Name of the PSU, Year of audit and nature of audit undertaken)	
8	GSTIN Certificate.	



9	Exposure of the Firm in industries other than Trading under Central/State Government as Statutory/Internal Auditors (Name of the PSU. Year of audit and nature of audit undertaken).	
10	The applicant Firm of Chartered Accountants/ Cost Accountants must have carried out in addition to Routine Audit, Internal/special Audits in the following areas.	
11	Resume of the Firm.	
12	Registration Certificate issued by ICAI /ICMAI.	

THE ABOVE PROPOSAL ALSO INCLUDES:

1. Proposed Overall In charge for the assignment (Partner):
2. Proposed Completion Time (from the date of receipt of engagement letter):
3. Proposed fee for the assignment inclusive of all taxes if any.
4. NCCF may, at its discretion, call for additional information from the Firm(s). Such information has to be supplied within the set out time-frame, otherwise the Committee shall make its own reasonable assumptions at the total risk and cost of the Firms/ Consortium of Firms and the Proposal is liable to be rejected. Seeking clarifications cannot be treated as acceptance of the proposal.
5. For verification of information submitted by the Firms /Consortium of Firms, the Committee may visit Firm's offices at its own cost. The Firms shall provide all the necessary documents, samples and reference information as desired by the Committee. The Firms shall also assist the Committee in getting relevant information from the Firms/Consortium of Firms references, if desired.
6. Firm has to submit covering letter as per Annexure I & other details as per Annexure-II.

