



Network India

## **Request for Proposal (RFP)- For Engagement of Chartered Accountant Firm for Accounting Supervision Services**

**Introduction-** Global Compact Network India, invites proposals from reputed Chartered Accountant (CA) firms for providing Accounting Supervision Services. The selected firm will be responsible for supervising the day-to-day accounting work, ensuring timely compliance, and maintaining the financial records as per applicable statutory and regulatory requirements.

**Scope of Work:** CA Firm will perform the various tasks and activities related to the accounts, tax and finance functions with due coordination, consultation and approval of the Executive Director, UN Global Compact Network India.

List of activities to be performed by the agency, but not limited to, are indicated below:

### **Book Writing:**

- Preparation of Journal Voucher, Payment Voucher, Receipt Voucher
- Preparation of Sales/Service Invoices
- Book writing of Cash Book, Bank Book, Ledger Accounts
- Bank Reconciliation Statement
- Preparation of Salary planning and Disbursement, Financial Report to Donor with help of other staff
- Checking and verification of Vendor Invoices and Payment to Vendors
- Discussion of monthly cash/fund flow with the Executive Director of the organization.
- To prepare the financial statements of the organization
- Documentation – all records, both physical and electronic that support financial transaction and are essential for accurate reporting and auditing
- Preparation of Works order, Purchase order and comparison sheet of quotation
- Preparation of monthly Profit & Loss Statement/Income Expenditure statement and discussion with the Executive director of the organization.
- Prepare and analyze financial Statement, providing a clear picture of organization's financial health.

### **Computation, payment of Taxes & other Government Compliances:**

- Computation of TDS on payment to staff, Vendor & Consultants
- Annually & quarterly preparation of TDS Reconciliation of sponsorship fee, annual membership fee, participation fee and FDRs.
- Monthly compilation of the GST for submit the GST return under the deadline.
- Monthly Deposit of TDS and GST liabilities under the deadline.

- Statutory compliances of the different periodicities
- Review of all MoA /Agreements with vendors, consultants and project partners and give suggestions to finalise them,
- Discussion with the management and supervising the accountant about any changes / amendment in government compliance like TDS, Income Tax, GST, FCRA, Darpan Portal, etc.
- To give the guidance and suggestions to finalize and submissions of monthly and annual GST return and Quarterly TDS returns,
- Coordination with the Income Tax Department and other stakeholders with regards to income tax demands/refunds, revision of TDS Returns, etc.
- To coordinate with statutory auditor to finalize the annual audited accounts and filing of Income Tax Return
- Coordination for filing of annual Income Tax Return along with the audit report on form 10B with the statutory auditor
- Filing of FCRA Annual Return and other FCRA related compliances.
- Provide all Support to statutory auditor

#### **Risk Management:**

- Identifying and assessing financial risks and developing strategies to mitigate them

#### **Finalization of Account & Budget:**

- Quarterly preparation of Income & Expenditure Account for Admin Committee
- Annual preparation of Income & Expenditure Account, Receipts & Payment Account and Balance Sheet of overall organization
- Preparation of annual Budget of overall organization with help of concerned staff.
- To issue the Utilization certificate of funds received from different project partners and funding agencies
- Providing financial advice to organization on various matters, such as cost reduction, revenue enhancement and Investment decisions

**Engagement Team-** Please also note that the engagement team that should comprise a minimum of the following people:

- One (1) Chartered Accountant having experience of more than 8 years, visiting the GCNI Office at least once every week as per requirement.
- One (1) experienced accountant, to be a full-time resource based in the GCNI office

**Proposal Submission Requirements-** Interested firms are requested to submit their proposal detailing:

1. Profile of the firm, including team strength and experience in similar assignments
2. Fee structure and payment terms
3. List of current and past clients, preferably in the not-for-profit or similar sector
4. Copy of Firm Registration Certificate, PAN, and GST details

**Evaluation Criteria-**The proposals will be evaluated based on:

- Firm's experience and track record.
- Technical understanding and approach.

- Qualification and experience of key team members.
- Financial proposal (cost competitiveness).
- References and past performance.

**Submission Details**

- **Last Date for Submission:** July 15, 2025
- **Mode of Submission:** Email
- **Email ID-** [recruitment@globalcompact.in](mailto:recruitment@globalcompact.in)

**Terms and Conditions**

- The decision of Global Compact Network India shall be final and binding.
- The organization reserves the right to accept or reject any or all proposals without assigning any reason.
- The selected firm may be required to sign a formal agreement detailing the terms of engagement.