Network India

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

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Introduction: Global Compact Network India (GCNI), 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: The Chartered Accountant (CA) Firm shall undertake and perform various assignments and responsibilities relating to the accounting, taxation, financial management, statutory compliance, and other allied finance functions of GCNI. All activities shall be carried out in close coordination with the Head – Finance and shall be subject to the consultation, guidance, and prior approval of the Executive Director, GCNI.

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
- Weekly reconciliation of all bank accounts with tally entries.
- Receive and document 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 organisation.
- Preparation of the financial statements of the organization

Computation, payment of Taxes & other Government Compliances:

- Computation of TDS on payment to staff, Vendor & Consultants, etc.

- Annually & quarterly preparation of TDS Reconciliation of sponsorship fee, annual membership fee, participation fee and FDRs.
- Monthly compilation of the GST for submitting the GST return under the deadline.
- Finalize and submit monthly and annual GST return and Quarterly TDS returns,
- 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 provide suggestions and guidance to finalise them,
- Discussion with the management about any changes / amendment in government compliance like TDS, Income Tax, GST, FCRA, Darpan Portal, etc.
- Coordination with the Income Tax Department and other stakeholders with regards to income tax demands/refunds, revision of TDS Returns, etc.
- Coordination 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.
- Filing and documentation of all accounts related documents.

Finalization of Account & Budget:

- Quarterly preparation of Income & Expenditure Account for **Finance 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.
- Issue the Utilization certificate of funds received from different **project partners, funding agencies, and other donors/partners**

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

Note: The designated CA Team Leader shall actively participate in the assignment and should not delegate the entire work to junior staff. A deduction/penalty clause shall apply in case of non-compliance with this requirement.

The staff deployed should be duly approved by the Executive Director of Global Compact Network India, any replacement of equivalent qualification & experience should also be duly approved by him and proper handholding be done by the CA Team Leader. No replacement during finalisation of accounts / return filing period will be accepted.

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

Also, the proposals will be evaluated on QCBS (Quality and Cost-based Selection) method as explained below.

The QCBS Step-by-Step Process

1. **Technical Evaluation:** Technical proposals are evaluated first. Bidders who do not meet the minimum qualifying technical score (70 out of 100) are disqualified.

2. **Financial Evaluation:** The price bids of only the technically qualified bidders are opened. The lowest priced bid is usually awarded the maximum financial score (e.g., 100), and other bids receive proportionally lower scores will be disqualified.

3. **Combined Scoring**: The technical and financial scores are multiplied by their respective weights and added together to find the final composite score.

The bidder with the highest composite score (typically designated as H-1) will be awarded the contract.

Note: The Financial Proposal must be submitted as a password-protected PDF document. The password should not be shared or submitted along with the proposal. The password will be requested by UN Global Compact Network India (UN GCNI) only from those agencies that are shortlisted based on the technical evaluation. Financial proposals of agencies that do not qualify in the technical evaluation will remain unopened and will not be considered for further evaluation.

Submission Details

- **Last Date for Submission:** July 25, 2026
- **Mode of Submission:** Email
- Email ID- procurement@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.