



## National Fisheries Development Board

Department of Animal Husbandry, Dairying & Fisheries

Ministry of Agriculture, Government of India

Pillar No: 235, PVNR Expressway, Post: SVPNPA, Hyderabad-500 052, Andhra Pradesh  
Phone: 040- 2400 0100 / 2401 5553 / 54 : Fax No: 040-2401 5568 /2401 5552  
Web Site: <http://nfdb.ap.nic.in> email: [info.nfdb@nic.in](mailto:info.nfdb@nic.in)

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## Request for Proposal

(For Appointment of CA Firms for Accounting & other financial services  
for National Fisheries Development Board for the FY 2015-16, 2016-17 & 2017-18)



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Ref: NFDB/Fin/155/Accounts/2014-15

Dt.27/07/2015

### SELECTION OF CHARTERED ACCOUNTANT FIRMS FOR ACCOUNTING & OTHER FINANCIAL SERVICES - REQUEST FOR PROPOSAL.


National Fisheries Development Board, Hyderabad hereby invites proposals from Chartered Accountants' firms meeting the minimum eligibility criteria for providing Accounting & other financial services for the financial years 2015-16, 2016-17 & 2017-18.

The details about the background of the Organization, scope of work, terms of reference, and the eligibility criteria for selection of the C. A. firms are available with the National Fisheries Development Board and their website: <http://nfdb.ap.nic.in>

#### Important Dates:

Last date for submission of Proposal to NFDB	: 26-08-2015 at 1400 Hrs
Date of opening of technical & financial bid	: 26-08-2015 at 1500 Hrs

Venue for opening of Tenders would be held at NFDB Conference Hall II floor, Fish Building, Near Pillar No.235,PVNR Expressway, Post: S.V.P. National Police Academy,Hyderabad- 500 052.

  
(Dr.P. Paul Pandian)  
Executive Director(Coord)



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Ref: NFDB/Fin/155/Accounts/2014-15

Dt. 27.07.2015.

### **SELECTION OF CA FIRMS FOR ACCOUNTING & OTHER FINANCIAL SERVICES – REQUEST FOR PROPOSAL**

Sub: For Appointment of CA firms for Accounting & other financial services for National Fisheries Development Board (NFDB) for the financial years 2015-16, 2016-17 & 2017-18.

#### **Terms of Reference (ToR)**

##### **Section I - Background**

1. National Fisheries Development Board (NFDB) is an autonomous organization registered under Societies Registration Act of Government of Andhra Pradesh, in 2006 under the administrative control of the Dept of Animal Husbandry, Dairying & Fisheries, Ministry of Agriculture, Govt of India, to work towards a blue revolution with a focus on increasing the fish production of the country to achieve doubling of exports and additional direct employment in fisheries sector.

2. The broad areas of activities of NFDB are:

- Intensive Aquaculture in Ponds and Tanks
- Reservoir Fisheries
- Coastal Aquaculture
- Sea Weed Cultivation
- Fish Dressing & Solar Drying
- Mari culture
- Deep Sea Fishing & Tuna Processing
- Infrastructure for post harvest processing
- Domestic Marketing and Other activities

3. The total turnover of the Board during FY 2014-15 is Rs.92.87 crores



4. **Institutional and Funding Arrangements:** For the implementation of the activities under the above-mentioned areas, Ministry of Agriculture established NFDB in Hyderabad. The program implementation is done through the Fisheries Departments of State Governments, Union Territories, KVKs, Training Institutes and PSUs/Corporates. The proposals for these activities received from the beneficiaries through State Fisheries Departments are considered for release of funds. The funds are released through State Fisheries Departments. For HRD activities the funds are released to the reputed Training Institutions (like ASCI, NIRD, MANAGE, FISHCOPFED, ICAR etc) for imparting training to State Fisheries departmental officials, fishermen societies, Self-Help Groups of women and Transfer of Technology.

5. **Funding & Accounting Arrangements:** The funds are received in form of Grants-in-aid from the Ministry of Agriculture under the 5-Year Plan. The funds are transferred by the MoA to the Current Account of NFDB through RTGS in staggered manner, basing on the progress of expenditure within the umbrella sanction of the NFDB program. The funds in turn will be utilized by the beneficiaries and the utilization certificates received from them through the State Fisheries Departments are the basis for accounting the utilized funds as expenditure towards the relevant activity. Till such time the UC is received, the release of funds is treated as "Advance" in the books of NFDB. The funds are released by the Finance Division through the mode of Cheque/DD/RTGS, on the authority of sanction order issued by competent authority. Only small/petty amounts are paid/received in cash. The accounts are maintained in Tally software package and the cash & final accounts (I&EA,R&P/BS) are taken out from the system.

6. **Development Projects:** NFDB also participates in the development projects relating to fisheries activities like Shrimp Seed Multiplication Centre, modernization of fishing harbors, fish feed mills, nylon-net making units, Fish Festivals etc through Financing, Equity Participation, Subsidizing, PPP modes. The Guidelines approved by the Governing Body (headed by the Hon'ble Union Minister for Agriculture) will envisage the modalities of financing and other conditions.

## Section II

7. **Objectives of accounting & other financial services:** The main objective of outsourcing the accounting and other financial services of the Client Organization is to ensure professional accounting of all financial transactions in a given financial year that forms basis for preparation of final accounts susceptible for audit by Statutory/C&AG Auditors. Another important objective of outsourcing the accounting & other financial services is to involve the regular employees of the Client Organization in the process and train them thoroughly on Tally accounting package, preparation of final accounts and other accounting/financial procedures within the period of two financial years viz., 2016-17 & 2017-18.

8. **Standards:** The Standards being adopted shall be critically examined for continuance or for replacement with more professional solutions. The CA firms are expected to apply the best accounting and other standards suitable for the Client Organization. They are also expected to closely work in tandem with the NFDB staff.

### 9. **Scope & Coverage of Accounting & Financial Services:**

1. **Accounting-General:** The posting of vouchers in the Cash Book & ledgers on daily basis, Data Entry, Voucher maintenance, BRS & Trial Balance on monthly basis, expenditure statement on weekly basis, preparation of final accounts at the end of the financial year duly generating necessary schedules; through accounting package Tally which is in use. Though ledgers and other accounts are maintained in Tally, a manual Cash book has to be maintained on daily basis, and Bank reconciliation-statement month-wise to be tallied with cash book.



2. **Payroll Accounting:** (The number of employees will be 43) Preparation of payroll & other pay related matters like leave salary contribution, pension contribution, arrears calculations of Dearness allowance, pay fixations etc and their accounting; remittances of recoveries (GPF etc) from pay bills into various treasuries, remittance of NPS of employees share and Government share, remittances of TDS (personnel's as well as third parties'), remittance of Service Tax and Professional Tax; filing of e-TDS returns and Service Tax returns periodically; maintenance of records, Journal Vouchers, files, books/registers thereof.
3. **Preparation of Monthly Reports:-** Reports containing the information with regard to amount sanctioned, funds released, amounts for which UCs obtained, unspent amount refunds received, interest accrued received, unspent amount pending against each of the individual sanction and release order issued shall be prepared reflecting month wise, activity wise, state wise / agency wise etc., The report shall also contain expenditure incurred on administration - salary paid to staff, expenditure incurred on TA/LTC, Office contingencies, medical claims, Children education allowances, reimbursement of news paper & telephone bills of employees and expenditure on usage of vehicles etc., as part of MIS to the Ministry of Agriculture.
4. **Monthly reconciliation of Releases vs. UCs :** Age-wise, State wise & Agency wise analysis of UCs. vs Releases; Fund-flow & Cash-flow statements.,
5. **Income Tax and Service Tax matters :** Guidance in tax planning; regular recovery of TDS; preparation of Form-16 & 16 A (or its equivalent) to employees and to the third parties; and assistance in all matters relating to Taxation. Annual e filing of the Income Tax return of NFDB every year on the due date or earlier and also Service Tax returns (both half yearly and annually). Any notices on Tax matters received from concerned Dept. shall be attended to.
6. **Reporting and Timing:**  
A minimum of one and maximum of two qualified, pro-active, well-behaved, experienced and talented employee-representatives of the CA firm should report for duty on daily basis, for carrying out the above items of work. Payments will be made against submission of bills, with 'work completion certificate by NFDB, on monthly basis. Taxes will be deducted as applicable.
7. **General:** The C.A will be given access to any information relevant for the purpose of carrying out the work. This will normally include (other than all financial and procurement records) the Note Files, Minutes of the Screening Committee meeting, Minutes of the EC/GB meetings & other important meetings, Correspondence files, Agreements, legal documents, MOU etc. Any difficulty in obtaining the information from any Section shall immediately be brought to the notice of the Chief Executive.

### Section - III

#### 8. **Eligibility Criteria:**

- (1) The firm must be empanelled with C&AG and ICAI;
- (2) The firm shall have at least 2 full time partners who are fellow members of the ICAI for a period not less than 3 years (as per certificate of ICAI);
- (3) The firm should have rendered/rendering accounting/book-keeping & other financial services for at least three of corporate entities/Societies/PSUs/autonomous bodies having more than 50 crores turnover in computer environment, using accounting package Tally.
- (4) It is informed that firms with only audit experience will not be considered.



- a) The participating CA Firms may note that NFDB reserves the right to select, reject or totally cancel the entire process, without assigning any reasons whatsoever and without prior notice. No telephonic enquiries/correspondence will be entertained in this regard.
- b) It is informed that the performance of a Firm will be reviewed every year and the right to continue or discontinue the services is exclusively reserved with NFDB.
- c) Legal jurisdiction for settlement of disputes if any is Hyderabad.
- d) Supporting Documents for Eligibility Criteria: The Following Supporting documents must be submitted by the firm along with the technical proposal:
  - i. For S. No. 1 & 2 above, the firm must submit an attested copy of Certificate of ICAI and C&AG.
  - ii. For S. No.3, the firm must submit a copy of the appointment letters from the accounting organizations.

**Section IV:** The firm or any partners of the firm should not be black-listed by any PSUs/Societies/autonomous bodies /Govt./ or any other organization in respect of any assignment or behaviour. [Self attested affidavit on Rs. 100/- stamp paper to be given in this regard by the authorized person of the firm].

## **Section V -**

### **Guidelines for Submitting the Proposals:**

#### **A. General Guidelines:**

Agencies are required to submit the proposal as per the guidelines and formats detailed out in the following paras:

- i. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, and with a warning "Do NOT OPEN WITH THE TECHNICAL PROPOSAL." The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment, and be clearly marked "Do NOT OPEN, EXCEPT IN PRESENCE OF THE SCREENING COMMITTEE ". NFDB shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection, if the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- ii. The firm shall give an undertaking that the team members are proficient in maintaining the accounts.
- iii. All firms must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial Proposal.
- iv. Financial proposals submitted by the firm should be valid for one year from the date of submission of the proposal by the firm.

- V. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorized signatory of the firm.
- vi. All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.
- vii. NFDB reserves the right to accept or reject any application without giving any explanation and change the evaluation criteria as per its requirements in the interest of the organization.

**B. Technical Proposal:**

- i. Letter of Transmittal (Form T-1)
- ii. Details of the Firm along with Details of Partners (Form T-2),
- iii. Details of Qualified Staff & Semi-qualified Staff (Form T-3),
- iv. The firm should provide the Curriculum Vitae of the key personnel (experts) who would be leading the team/overall financial assignment.
- v. Brief of the relevant experience (Form T-4)
- vi. Comments & suggestions on the TOR (Form T-5)

**C. Financial Proposal:**

- i. The financial bid shall be submitted only for the professional fee to be charged by the firm. This fee shall be exclusive of the taxes as applicable. The taxes, as applicable (service tax & cess on service tax), shall be paid by NFDB separately on submission of final bill by the CA firm. The financial bid shall be submitted as per Form F-1.
- ii. The release of payment to the appointed firm will be done on monthly basis after completion of the accounting work and certified by finance wing of NFDB.
- iii. Travel Cost for visit to the NFDB office for undertaking the assigned task shall be borne by the CA firm only. No TA/DA will be paid by the Board in this regard.



Letter of Transmittal

To,  
The Chief Executive,  
Fish Building, Near Pillar No.235  
PNVR Expressway,  
Post: S.V.P.National Police Academy,  
Hyderabad-500052.  
Sir,

We, the undersigned, offer to provide the financial services for **National Fisheries Development Board** in accordance with your Request for Proposal Dated \_\_\_\_\_ We are hereby submitting our Proposal, which includes Technical proposal and Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant.

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.

The prices quoted by us in the Financial Proposal (Form F-1) are valid till 12 months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that National Fisheries Development Board is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the C.A. Firm] to submit the proposal and to negotiate on its behalf.

Yours faithfully,



## Particulars of the firm

51. No.	PARTICULARS	Supporting Documents required to be submitted along with this
1	Name of the Firm	
2	Addresses of the Firm:	
	Head Office	Phone No: Fax No:
	Branch Office 1,2,3 ..... (Particulars of each branch to be	Phone No: Fax No: Mobile of Branch Office In-charge:
3	Firm Income Tax PAN No	Attach copy of PAN card
4	Firm service Tax Registration No.	Attach copy of Registration
5	Registration No. with ICAI	
6	Empanelment No. with C & A G	Attach proof of latest empanelment with C&AG
7	No. of Years of Firm Existence & Date of establishment of Firm	Attach copy of Partnership Deed
8	Turnover of the Firm in last three years	Attach balance sheet of the last three years
9	Annual Average Turnover with Break-up of Fee towards Accounts, Income Tax matters and others (Specify)	Provide a Chart
10	Account Experience of the Firm: 1. Number of Assignments in Accounting maintenance	Copy of the Offer Letter, the Fee Charged and financial year
11	Details of Partners: <ul style="list-style-type: none"> <li>• Number of Full Time Fellow Partners associated with the firm.</li> <li>• Name of each partner,</li> <li>• Date of becoming ACA and FCA 1.1.2010.</li> <li>• Date of joining the firm,</li> <li>• Membership No.,</li> <li>• Qualification</li> <li>• Experience</li> <li>• Whether the partners is engaged full time or part time with the firm.</li> </ul>	Attested copy of Certificates of ICAI as on 1.1.2012.
12	If applying in Joint venture, then provide similar details for the firms participating in Joint venture.	Letter jointly signed by all the firms participating in Joint venture whereby they have agreed for the Lead Chartered Accountant.

**A. Details of Qualified Staff (Chartered Accountants)**

(Please provide attested copy of Certificate of ICAI as on 1.1.2010 for each qualified staff )

S. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications Expertise	Area of Key No.	Membership	Relevant Experience
1						
2						

**B. Details of Semi-qualified Staff (including Article Clerks etc)**

S. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Relevant Key Experience Expertise	Remarks
Semi Qualified Staffs:					
1					
2					
..					
Article Clerks:					
1					
2					
..					
Others					
1					
2					
..					



**Brief of Relevant Experience**

A. Experience in Accounting with relation to Externally Aided projects.						
S. No.	Name of the Accounting Organization	Grant-in-aids handled by the Accounting organization	Nature Of Assignment	Scope & Coverage of the assignmnet	Duration of Assignment	Proof of the letter of Work or Assignment awarded by the Accounting Organization (Please attach a copy of the letter)

**Form T-5**

Comments and Suggestions on the Terms of Reference

[Firm can present and justify here any modifications or improvements to the Terms of Reference which can significantly improve performance in carrying out the assignment (such as deletion of some activity which the firm considers unnecessary, adding other activities of significance, re-organizing the activities, additional human resource required at various levels etc. Such suggestions should be concise and to the point, and incorporated in the proposal]



Form F-1

### FORMAT FOR FINANCIAL BID

Form F-1

Item or Activity	Total Amount (in Rupees)
<p>FEE for Accounting &amp; other financial Services to NFDB for the FY 2015-16, 2016-17 &amp; 2017- 18. (Exclusive of TA/DA, Service Tax and cess on Service Tax)</p> <p>Note: Percentage of funds involved shall not be a basis of quoting the Accounting Fee &amp; such cases will be rejected summarily even if technically qualified</p>	<p>Both in Numeric and in Words. Rs. /- Per month only inclusive of all charges</p> <p>(Rupees )).</p>

Authorised Signatory  
And Seal

