

वेबसाईटवर प्रसिध्द करावयाची अटी व शर्ती

Scope of Services

An indicative list of services which would be expected to be offered by the selected Chartered Accountant (CA) Firm for providing Accounting, Tax and other Services to NMRDA are as follows:

- a) **Exemption. For the department under 10(46) section of income Tax department and the required compliance of the same**
- b) Review and verification of all payments and receipts of NMRDA.
- c) Review and verification of all accounting entries/records/vouchers/ledgers including subsidiary ledgers and other necessary documents/reports.
- d) Preparation and finalization of Books of Accounts
- e) Assisting in preparation of Annual Financial statements
- f) Assisting in preparation of monthly, quarterly and annual budget (A&OE and project budgeting).
- g) Assisting in preparation of bank reconciliation statement
- h) Assisting in preparation of payroll and contingency expenditure services.
- i) Assisting in preparation fixed asset register.
- j) Assisting in preparation of voucher.
- k) Assisting in preparation of Utilization certificate and quarterly financial progress report.
- l) Preparation of the Cash Book and Bank book on fortnightly basis.
- m) Preparation of the Details, Verification of accuracy of TDS deduction, payments and returns filed in prescribed forms with tax authorities, Return Filing of TDS/TCS.
- n) Filling of Income Tax return.
- o) Preparation of all day to day financial transactions.
- p) Assistance in formulation and maintaining appropriate internal control system for financial matters in NMRDA.
- q) Suggestion/ advice for the deposit of Advance Tax to avoid penalty.
- r) Statutory Compliance like GST, TDS, GST, TCS, P.T. etc.
- s) Provide necessary suggestions for efficient income tax planning.

Contract Period

The Contract Period shall be for a period of 1 to 3 years from the date of signing of the Contract Agreement.

Eligibility Conditions for Firms

Firms/LLP fulfilling the eligibility criteria as listed below should apply. Any form of Joint Venture/ Consortium of Firms will not be allowed for participation in the selection process. The eligibility criteria are as follows:

- i. The CA (Chartered Accountants) Firm should be a Practicing Firm.
- ii. The CA Firm should be in Practice for a period of 10 Years or more in India (Firm Status Card as on date). The Firm should be empanelled with C&AG and registered with ICAI (as per the Certificate of CAG and Firm Status Card as on 31.03.2025 as per ICAI)
- iii. Have at least 7 full time partners, out of which at least 3 should be FCA. (Provide Member status card for each member).
- iv. The Firm Should be peer reviewed. The CA Firm should have experience of providing audit/accounting/internal control system services to at least 5 (Five) Govt. authority/Govt. body/Central PSU/State PSU/Govt. institution/Private in last 5 years. (Work order or

completion certificate to be provided). Firm should have work experience of providing similar services in Maharashtra.

v. Have average turnover of Rs. 1 CR or above in the last 3 financial years 2021-2022, 2022-2023, 2023-2024 (financial statements signed by the Chartered Accountant and ITRs to be submitted).

vi. Have Head/Branch Office in Nashik, Maharashtra. (Marathi knowledge is essential.)

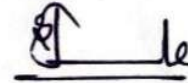
vii. Have a valid GST, PTRC and TAN Registration. (Registrations should be submitted.)

viii. Should have never been issued notice for failure to submit deliverables and cancellation of work order/ forfeiture of EMD etc. by any Government/ semi Government/Autonomous entities. (A self-declaration to be submitted on the letter head of the firm)

ix. Should not have been barred from appointment by any government and/or semi government entities. (A self-declaration to be submitted on the letter head of the firm).

x. The Firm should be empanelled with CAG and proof of the same to be submitted with Minimum Score 25 above.

xi. No consortium/joint venture allowed.



**Chief Accounts & Finance Officer,
N.M. R. D.A, Nashik**