

DFCCIL

(A Government of India Enterprise under Ministry of Railways)

REQUEST FOR EXPRESSION OF INTEREST FOR

**Name of Work: Maintenance of Accounts of DFCCIL for the
period of Two Years**

July 2015

**Dedicated Freight Corridor Corporation of India Ltd.
5th Floor, Pragati Maidan Metro Station Complex
New Delhi – 110001**

- 1.0 Dedicated Freight Corridor Corporation of India Limited (DFCCIL) is a Public Sector Company registered under the Companies Act, 1956 and engaged in construction, maintenance and operation of dedicated freight railway tracks popularly known as corridors. Presently Company is under construction phase.
- 2.0 DFCCIL intent to solicit the services of a **firm of Chartered Accountant (hereinafter called the Firm/Consultant) who will take up the assignment of Maintenance of Accounts of DFCCIL for the period of Two Years (starting from the date mentioned in the letter of award) in accordance with the Scope of work as detailed in para 3.0 "Scope of Work"**.

3.0 **SCOPE OF WORK OF MAINTENANCE OF ACCOUNTS**

3.1 **Period of Assignment:** Period of assignment for the work to be undertaken by the Firm/Consultant will be for the period of Two Years (starting from the date mentioned in the letter of award) and can be extended for another one year on same terms and conditions at the sole discretion of the DFCCIL. The work will be completed on submission of all the MIS reports for the last month and successful handing over of the records\details\data to the successors\ Client.

3.2 **Functions related to accounting :**

- a. Accounting of all payments and receipts, liabilities and assets using standard accounting package such as SAP/Tally/ERP for Accounting and MIS purposes.
- b. Maintenance of records of all accounting vouchers and supporting bills/vouchers.
- c. Assigning head of allocation to accounting vouchers of contractors and other bills received from Units and corporate office, wherever required, and booking of all such vouchers in the Accounting Software.
- d. Preparation of the Company's financial statements at the end of each interim period i.e. end of each quarter as well as at the end of Financial Year, the financial year and other periodical Accounts and Balance sheets, if required.
- e. Preparation of Quarterly Fixed Assets Register for Calculation of Depreciation as per Company's Act. 2013 and as per Company Policy.
- f. Guidance on formation of Accounting Policies of the Company required for compliance of the requirements of the Companies Act, 2013 and other statutes.
- g. Preparation of presentations of financial information for Audit Committee and BOD meetings.
- h. Co-ordination with branches/ units for bills and vouchers.
- i. Giving necessary guidance in the matter of operation of the relevant heads of accounts and in the establishment of the accounting system to meet the requirements as per MOU/any other agreement executed with the Ministry of Railways.
- j. Maintenance of soft copy of all transactions and quarterly and annual accounts on regular basis.
- k. Preparation of Bank Reconciliations of all banks on monthly basis.

- l. Co-ordination with Internal Auditors (Quarterly basis), Statutory Auditors, Tax Auditors, World Bank Auditors and Auditors from C&AG etc.
- m. To provide all the necessary and satisfactory information & explanations about the accounting procedures and policies to the management and to the Company's auditors.
- n. Development and continuous upgrading of a suitable MIS for management reporting.
- o. Preparation of the monthly, quarterly and annual MIS reports and their submission to the management.
- p. Preparation of CPM wise expenditure on monthly basis.
- q. Preparation of various details for management requirements, as and when required.
- r. Any other related service assigned by DFCCIL.
- s. Preparation of Management Information reports related to accounts and taxation.

3.3 **Functions related to Taxation :**

- a. Computation and depositing with appropriate authority quarterly advance tax as well as annual tax as required to be paid under the provisions of the Income Tax Act, 1961 on the basis of books of accounts and further information furnished.
- b. Advising the company and depositing with appropriate authority requisite tax deduction at source (TDS) for salary and non-salary payments\provisions as required under the Income Tax Act, 1961.
- c. Preparation of quarterly and annual TDS return for Salary and non-salary portions and submission of the same to the Income Tax Department.
- d. Issue and signing of form 15CB in case of foreign currency.
- e. Advising the Company and depositing with appropriate authority requisite service tax as required under Service Tax Rules 1994 (as amended). Preparation of quarterly, half yearly and annual Service Tax return for and submission of the same to the Service Tax Department.
- f. Checking of WCT and WCT returns as per VAT\Sales Tax Act and to ensure their timely deposit with the State Governments and preparation of the monthly challans for payment of all Taxes and other related matters.
- g. Preparation and filing of annual WCT Returns as per the requirement of VAT\Sales Tax Act.
- h. In case of Tax Scrutiny, preparation of details required by the Tax Authorities.
- i. Liaising with income tax\ Service tax\ Sales Tax department in respect of any taxation issue.
- j. Any other related function by mutual agreement.

3.4 **Manpower Deployment :**

- 3.4.1 Firm / Consultant should deploy a team suitable for undertaking the assignment, after a thorough perusal of the requirements of the appointment letter, terms & conditions contained therein, ensuring that the size of the team

is commensurate with the size of the Company and the volume of work involved. The basic minimum staff requirement for the work shall be as under:

- a) One Partner (CA with 15 years post qualification experience) to visit once in a week and as and when required.
- b) One Qualified Chartered Accountant (Team Leader) having minimum 5 years post qualification experience and preferably conversant with working in SAP environment and preferably DISA/CISA.
- c) Two Qualified Chartered Accountant having minimum 3 years post qualification experience and preferably conversant with working in SAP environment.
- d) Six Accounts Assistants with B. Com\ Semi qualified Chartered\Cost Accountant having minimum 3 years experience and preferably conversant with working in SAP environment. Preference shall be given to semi qualified Chartered\Cost Accountant.
- e) One support staff for record keeping and keeping Vouchers/registers /details etc in safe custody and for providing the vouchers to the staff (DFCCIL as well as consultant)\ Auditors.
- f) Out of the total requirement of three Qualified Chartered Accountants and six senior accountants at least one chartered accountant and three senior accountants should have a minimum one year working experience in SAP environment. Certificate to this effect giving details of experience is to be given by the bidder along with the bid documents.

4.0 DFCCIL invites eligible firms of Chartered Accountants to indicate their interest in providing the Maintenance of Accounts services. Interested firms\ consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The interested Firm/ Consultant shall meet the following minimum Qualifying Criteria to be eligible:

- a) The Firm/ Consultant should be a reputed firm of Indian Chartered Accountants in practice in India.
- b) The Firm/ Consultant should have H.Q/branch in Delhi/NCR.
- c) The Firm/ Consultant must have satisfactorily **completed** in the last three previous financial year and the current financial years up to the date of submission of EOI, one similar work (Maintenance of Accounts of a Government Company\ PSU registered under Companies Act 1956 or 2013) for a minimum value of **Rs. 37.48 Lakhs. Certificate to this effect issued by the client to be submitted as proof along with bid documents in the format given in FORM II.**

OR

In case of ongoing work of similar nature (Maintenance of Accounts of a Government Company\ PSU registered under Companies Act 1956 or 2013) the total period of continuous work shall not be less than 24 Months and the minimum value of work done in the preceding 24 months shall be

Rs. 37.48 Lakhs . The period of 24 months shall be the period of 24 months ending one month prior to the bid opening date. **Certificate to this effect issued by the client to be submitted as proof along with bid documents in the format given in FORM II.**

- d) The payment/fees received by the bidder in the previous three financial years and the current financial year up to the date of submission of EOI shall be at least **Rs. 160.62 Lakhs. Certified true Copy of audited annual accounts to be submitted as a proof along with bid documents. Unaudited financial statements certified by the Company auditor for the latest year, in case the audited statement for FY 2014-15 is not available.**
 - e) The firms\consultant should have not been banned/de-listed/de-barred from business by any PSU/Govt. Company during last 03 (three) years. Self-declaration in this regard is to be submitted as per format attached as **Form I.**
 - f) Short-listed Firm\ Consultant would be issued formal tender enquiry/Request For Proposal inviting their technical and financial bids at a later date.
 - g) Evaluation of the technical and financial bids submitted by short-listed Firm\Consultant will be in accordance with the Combined Quality cum Cost Based Selection (CQCCBS). In the case of CQCCBS, selection is based on the combined score obtained by a bidder in technical bid as well as financial bid. The bidder achieving the highest combined score will be recommended for award of work.
 - f) The detailed profile of the Firm\ Consultant is to be submitted.
- 5.0 Further Information can be obtained at the address below during office hours from 10.30 Hrs. to 17.30 Hrs.
- 6.0 The EOI Proposal shall be sealed and super scribed “Response to request for expression of interest for the work: maintenance of accounts of DFCCIL for the period of two years on the top right hand corner and addressed to “Mr. Anjeev Kumar Jain, Additional General Manager (Finance), Dedicated Freight Corridor Corporation of India Limited, 5th Floor, Pragati Maidan Metro Station Building Complex, New Delhi- 110001.”
- 7.0 Expression of interest must be delivered in a written form to the address below by **(30 days’ time will be provided for the submission of EOI)**
- 8.0 Address of the competent Authority:

Mr. Anjeev Kumar Jain

Additional General Manager (Finance)
Dedicated Freight Corridor Corporation of India Limited
5th Floor, Pragati Maidan Metro Station Building Complex,
New Delhi- 110001
Phone : (011) 23454788
E-mail : akjain@dfcc.co.in
Website : www.dfcc.in

9.0 Information to be submitted along with Expression of Interest

- a) Profile of the firm along with copies of certificate of registration issued by the governing body/Institute and proof of residency of the firm in Delhi/NCR.
- b) Self-declaration is to be submitted as per format attached as **Form I**.
- c) Certificate issued by the client to be submitted as proof of satisfactory completion of one similar work. **Form II**.
- d) Certified true Copy of audited annual accounts to be submitted as a proof of Payment/ Fees received. Unaudited financial statements certified by the Company auditor for the latest year, in case the audited statement for FY 2014-15 is not available.
- e) Any other information as the applicant may like to indicate that they are qualified to perform the services.

10.0 EOI proposal should be indexed and serially numbered.

**Declaration of Ineligibility
(By the Bidder)**

I/ We, M/s (Name of bidder) hereby certify that I/we have not been banned/de-listed/de-barred from business by any PSU/Govt. Department during last 03 (three) years.

Signature of Authorized Signatory with
Name & Seal of the Firm.

On the letterhead of the Department issuing the certificate.

Performa for Experience Certificate

To whomsoever it may concern

M/shas been awarded the work of Maintenance of Accounts of this Company vide agreement No. dated and completed the work\ is executing the work satisfactorily.

Details of the work executed by M/s are as under :-

1. Name of work :
2. Agreement/ contract No. & date :
3. Date of start of work :
4. Actual Date of completion of work :
(if contract has been completed)
5. Awarded value of the contract :
6. Actual value of work done :
(if contract has been completed)
7. Value of work done :
(For ongoing contract)
Billing amount and period for FY 2013-14
Billing amount and period for FY 2014-15
Billing during Year 2015- till one month
Prior to the EOI opening date
8. Performance of the Firm/ Consultant :

Name & Signature of the officer with telephone number
& seal of Dept.

(Note :- In case of more than one work, separate certificates should be provided for each work)