

NATIONAL COOPERATIVE CONSUMERS FEDERATION (NCCF)

CORRIGENDUM NOTICE

Date – 27.08.2024

Ref- NCCF INVITING EXPRESSION OF INTEREST (EOI) APPOINTMENT OF ACCOUNTING FIRMS TO ACT AS SERVICE PROVIDER FOR PROVIDING ACCOUNTS PERSONNELS DTD 22nd Aug 2024.

It is hereby informed to all prospective bidders that the Opening and Last date of proposal submission in original EOI mentioned inadvertent error. Due to this oversight, Opening and Last date of submission is hereby being revised.

Opening date of advertisement on NCCF website – 27th Aug 2024

Closing date of advertisement – 10th Sep 2024

Note – Any proposals received prior shall not be considered and shall be re-applied.


(Luv Kumar Garg) 27/8/24

Advisor (F&A)



NATIONAL CO-OPERATIVE CONSUMERS' FEDERATION OF INDIA LIMITED
3, SIRI INSTITUTIONAL AREA, AUGUST KRANTI MARG, NEW DELHI-110016
Website: www.nccf-india.com, Tel.: 011-41006852

APPOINTMENT OF ACCOUNTING FIRMS TO ACT AS
SERVICE PROVIDER FOR
PROVIDING ACCOUNTS PERSONNELS

NCCF/HO/ACS/2024-25/

09th August 2024

EXPRESSION OF INTEREST:

About NCCF:

NCCF was established on 16th October, 1965 to function as the apex body of consumer cooperatives in the country. It is registered under the Multi-State Co-operative Societies Act, 2002. It operates through a network of 27 Branch Offices including Head Office located in different parts of the Country. NCCF Headquarters is situated in New Delhi.

NCCF, as an organization to promote consumer cooperative movement in the Country, aspires to facilitate the voluntary formation and democratic functioning of Cooperatives, based on self-reliance and mutual aid for overall economic betterment and financial autonomy.

As an apex Organization for the Consumer Cooperatives, NCCF is committed to apply the knowledge and resources acquired over years of its functioning to ensure the following:-

- To satisfactorily meet the requirement of consumers
- To maintain transparency and focus on consumer satisfaction
- To continuously strive to achieve higher standards of performance
- To enable growth of all its member co-operatives through dissemination of best practices and use of technology
- To achieve higher growth better market penetration keeping the best interests of consumers in mind.

SCHEDULE OF SUBMISSION OF PROPOSAL

1.	Opening Date of Advertisement on NCCF Website.	27.08.2024
2.	Last Date for submission of proposal	10.09.2024

- **The willingness to be addressed to the In-charge (A&F), Head Quarter and send Hard / Soft Copy through email or Speed Post to the following address.**

Address : **NCUI Complex, 3-Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi – 110016.**

Email : **consultantfinance.lkgarg@nccf-india.com, nccfactho1@gmail.com**

Contact Person : **Luv Kumar Garg, Advisor (A&F), Divya Sood, Incharge (A&F)**

INVITATION TO CA/CMA/ACCOUNTING FIRMS (FIRM):

The invitation is for willingness of CA/CMA/ACCOUNTING Firms (Proprietary Concern, Partnership Firms, LLP, Pvt Ltd) for providing Chartered Accountants, Cost Accountants, Semi Qualified CA, Accountants & other Accounts Personnel to be deputed at NCCF HO and branches for initial period of one year.

Number of Firms and Vacancy Position commencing from Year 2024-25

1. The Federation has sole discretion to decide on the number of firms and posts to be selected after taking into account the relevant factors such as the size, competency, spread of assets, accounting and administrative units in India, complexity of transactions, level of computerization, availability of other independent inputs, identified risks in financial reporting, etc

Terms & Conditions-

1. Service Provider Firm should be responsible for providing accountants, semi qualified accountants, qualified accountants to NCCF at reasonable rates.
2. Firm should provide staff/ accountants basis our requirements, specific & from time to time as & when required.
3. Firm should be comfortable entering into agreement with NCCF over supplying of accounting staff.
4. Firm must provide dedicated staff to NCCF within timelines specified by NCCF.
5. Firm must conduct first level/ round of interviews at their end (basis NCCF's specifications) and only suitable candidates should be referred to NCCF for further rounds.
6. Staff hired via Service provider Firm should be flexible with work locations and travel per requirements of NCCF.
7. The details of branch offices of NCCF are as under: -

Delhi (Including Bhiwani)	Head Office.	Chandigarh (including Mohali)
Shimla	Jammu	Srinagar
Jaipur	Dehradun	Bangalore
Chennai	Hyderabad	Visakhapatnam
Lucknow, Varanasi	Mumbai, Nasik	Guwahati (including Tripura)
Bhopal, Satna	Raipur	Ranchi
Ahmedabad	Kolkata	Indore
Patna	Kochi	Kanpur
Bhubaneswar	Noida	Pune

Professional Standards of Firm and Conflict of Interest:

1. The Firm(s) shall be strictly guided by the relevant professional standards in discharge of their responsibilities with highest diligence.
2. The committee shall review the performance of candidate(s). Any serious lapses/negligence in responsibilities or conduct issues on part of the candidate's or any other matter considered as relevant shall lead to termination of appointment.
3. In the event of lapses in carrying out assignments resulting in misstatement of facts, and any violations/lapses vis-à-vis the directions/guidelines regarding the role and responsibilities of the Firms in relation to the Federation, the Firm's would be liable to be dealt with suitably under the relevant Regulatory framework.
4. Assignment must be conducted in Professional manner (as per NCCF guidelines/rules) by Firm and Firms must send only professional staff to carry the assignment/duties. Professional staff includes CA's, Semi Qualified CA's, CMA's, Accountants etc with knowledge of book-keeping in Tally

Software, accountancy and Taxations and who would be engaged in on-site visits but excludes typists/stenos/computer operators/ secretaries etc.

5. The selected Firm should provide professional, objective and impartial service and hold NCCF's interest paramount.
6. The selected Firm shall not downstream or outsource any part of the scope of work. Non-disclosure of such an association will lead to termination of Agency.

Tenure and Rotation:

Federation shall appoint the Firm initially for a period of one year, subject to re-engagement after evaluation of performance. Tenure can be reduced and terminated basis Firm's & candidates performance.

Fees & Expenses:

1. Remuneration may be decided on a case to case basis depending on factors like exact requirement, location and nature of work etc involved. Total remuneration (including TA/DA) for the assignment for the whole organization (Branches & H.O) to be fixed amount plus GST per month as applicable.

VALIDITY OF PROPOSAL:

The following will be considered for the validity of the proposals deemed submitted:

- I. Proposals shall remain valid for a period of 60 days from the date of submission of proposal.
- II. NCCF reserves the right to reject a proposal valid for a shorter period as non-responsive.
- III. In exceptional circumstances, NCCF may solicit the Firm's consent to an extension of the period of validity. The request and the response thereto shall be made in writing.

RIGHT TO ACCEPT OR REJECT ANY PROPOSAL:

NCCF reserves the right to annul the Proposal Document process, or to accept or reject any or all the proposals in whole or part at any time without assigning any reasons and without incurring any liability to the affected Firm(s) or any obligation to inform the affected Firms(s) of the grounds for such decision.

FRAUD & CORRUPTION:

It is required that the Firms submitting Proposal and Agency selected through this process must observe the highest standards of ethics during the process of selection and during the performance and execution of the Work Order.

For this purpose, definitions of the terms are set forth as follows:

- I. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of NCCF or its personnel in Work Order executions.
- II. "Fraudulent practice" means a misrepresentation of facts, in order to influence an selection process or the execution of a Work Order, and includes collusive practice among Firms/Consortium of Firms. (Prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive NCCF of the benefits of free and open competition.
- III. "Unfair trade practice" means supply of services different from what is ordered on, or change in the Scope of Work.
- IV. "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of the Work Order.
- V. NCCF will reject a proposal for award, if it determines that the Firm recommended for award, has been determined to having been engaged in corrupt, fraudulent or unfair trade practices.
- VI. NCCF will declare a Firm ineligible, either indefinitely or for a stated period of time, for awarding the Work Order, if it at any time determines that Firm has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing the Work Order.

ELIGIBILITY:

Scrutiny of the Proposals for eligibility will be done to determine whether:

1. Firm should have the knowledge to deal with the Multi-State Cooperative Societies.
2. This willingness is for the purpose of short listing of Firms only and would not carry any assurance of allotment of work/assignment/duty from the NCCF.
3. Firms should submit their consent with proper firm profile details/ resume.
4. The NCCF reserves its right to accept or reject any application/s without assigning any reasons thereof. The decision of the NCCF, HO for empanelment of the Firms will be final and binding upon the firms submitting their proposals which are shortlisted.
7. The Firm should not be under debarment by any Government Agency, National Financial Reporting Authority (NFRA), the Institute of Chartered Accountants of India (ICAI), MSCS Act, RBI or Other Financial Regulators.
8. The Firms shall ensure that appointment is in line with the ICAI's Code of Ethics/any other such standards adopted and does not give rise to any major conflict of interest.
9. Continued Compliance with Basic Eligibility Criteria: In case any Firm (after appointment) does not comply with any of the eligibility norms (on account of resignation, death etc. of any of the personnel, employees, action by Government Agencies, NFRA, MSCS Act, ICAI, RBI, other Financial Regulators, etc.), it may promptly approach the Federation with full details. Further, the firm shall take all necessary steps to become eligible within a reasonable time and in any case, the firm should be complying with the above norms before continuance of assignment. In case of any extraordinary circumstance after the commencement, like death of one or more personnel, employees, etc., which makes the firm ineligible with respect to any of the eligibility norms, Federation will have the discretion to allow the concerned firm to complete the work, as a special case.

TECHNICAL PROPOSAL:

The Technical proposal shall be based on the parameters are as mentioned in the Table below:

NOTE: The Technical Proposal must not include any financial information regarding the Price which has already reserved / approved, failing which the Proposal will be rejected.

Sl. No.	PARTICULARS	DETAILS (Supporting Documents where applicable are required to be annexed)
1.	Mandatory details: i) Name and partner/ director details ii) Annual Turnover For the purpose of ascertaining parameter of Turnover of the Firm Latest Audited Financial Statements may be considered. iii) Years of experience with the firm iv) Manpower available with the firm (Partners, Qualified staff, semi-qualified staff, other permanent staff, interns etc)	
2.	Year of establishment of the Firm.	
3.	Registration Certificate issued by ICAI/ ICMAI, if any	
4.	GSTIN Certificate of Firm	
5.	Resume of the Firm	

THE ABOVE PROPOSAL ALSO INCLUDES:

1. Proposed Overall In charge for the assignment.
2. NCCF may, at its discretion, call for additional information from the Firm(s). Such information has to be supplied within the set out time-frame, otherwise the Committee shall make its own reasonable assumptions at the total risk and cost of the Firms/ Consortium of Firms and the Proposal is liable to be rejected. Seeking clarifications cannot be treated as acceptance of the proposal.
3. NCCF may allot further additional duties in addition to their work.
4. For verification of information submitted by the Firms /Consortium of Firms, the Committee may visit Firm's offices at its own cost. The Firms shall provide all the necessary documents, samples and reference information as desired by the Committee. The Firms shall also assist the Committee in getting relevant information from the Firms / Consortium of Firms references, if desired.
5. Firm has to submit covering letter **as per Annexure-I.**

ANNEXURE-I

(On letter-head of Firm)

Format of Covering letter cum Declaration

Date:

To

Head of Finance,

NCUI Complex, 3-

Siri Institutional

Area, August Kranti

Marg, Hauz Khas,

New Delhi – 110016

Sub.: Declaration showing willingness for providing accounting personnel

Dear Sir,

We enclose herewith the Particulars and Details of the Firm and price in connection with the above assignment. We also state as follows:

- a. 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.
- b. We confirm that this proposal will remain binding upon us.
- c. We agree to bear all costs incurred by us in connection with the preparation and submission of the offer and to bear any further pre-contract costs.
- d. We understand that M/s. NCCF is not bound to accept the lowest or any proposal or to give any reason forward, or for the rejection of any proposal.
- e. The firm complies with all eligibility norms of NCCF.
- f. I confirm that I have authority of.....(name of the firm) to submit the proposal and to negotiate on its behalf.

It is confirmed that the information provided above is true and correct.

Thank you,

(Name of Authorised Signatory)