

**National Backward Classes Finance & Development Corporation
(NBCFDC)**

5th Floor, NCUI Building, 3, Siri Institutional Area,

August Kranti Marg, New Delhi-110016

Tel: +91-11-26511027/ 26511028

e-mail: nbcfdc@del3.vsnl.net.in

Request for Expression of Interest)

(File.No: *NBCFDC/CS/Empanelment Dated 17th January 2017*)

1. ABOUT NBCFDC

National Backward Classes Finance & Development Corporation (NBCFDC) is a Govt. of India Undertaking under the aegis of Ministry of Social Justice and Empowerment. NBCFDC was incorporated under Section 25 of the Companies Act 1956 on 13th January 1992 as a Company not for profit with an objective to promote economic and developmental activities for the benefit of Backward Classes and to assist the poorer section of these classes in skill development and self-employment ventures. NBCFDC provides financial assistance through State Channelizing Agencies (SCAs) nominated by the State Governments/UTs. NBCFDC also provides Micro Financing through SCAs/ Self Help Groups (SHGs). The Corporation can assist a wide range of income generating activities to assist the poorer section of these classes in skill development and self-employment ventures

2. REOI OBJECTIVE

NBCFDC is required to comply with IND-AS (Indian Accounting Standards) for preparation of the financial statements for accounting period from 1st April 2016 onwards, with comparatives for the period ending 31st March 2018. In this context, NBCFDC invites REOI for empanelment of Chartered Accountant firms/LLP etc engaged in IFRS (International Financial Reporting Standards)/IND AS (Indian Accounting Standards) conversion exercise in last 3 years as on 31st March 2016 in Bank/Financial Institution/PSU. NBCFDC would like to engage the services of such empanelled firms to deliver IND AS conversion exercise for NBCFDC.

Request for EOI document is available on NBCFDC website w.e.f. from 17th January 2017. EOI's may be submitted on or before 7th February 2017, 3:00 PM by hand or by post to:

**AGM (Adm) & CS
NBCFDC
5th Floor, NCUI Building, 3,
Siri Institutional Area,
August Kranti Marg, New Delhi-110016**

3. IMPORTANT INFORMATION

| Sl. No. | Component | Information |
|---------|---|---|
| 1. | REOI Inviting Authority | AGM (Adm) & CS NBCFDC 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016 |
| 2. | REOI No. and Date | 17 th January, 2017 |
| 3. | Availability of REOI Document | Downloadable from NBCFDC's website from 17 th January, 2017 from 11.30 AM onwards |
| 4. | Address for Correspondence | AGM (Adm) & CS NBCFDC 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016 |
| 5. | Place of Submission for EOI Response | AGM (Adm) & CS NBCFDC 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016 |
| 6. | Last Date and Time for Receipt of EOI Responses | 7 th February, 2017 by 3:00 PM |

4. ELIGIBILITY CRITERIA:

- The firm should be a registered with appropriate authority in India for over ten years.
- The firm should have permanent office in Delhi NCR for at least 5 years as on 31.03.2016
- The firm should have minimum of 5 partner/director on full time basis as on 31.03.2016. The list of partner/director/employees along with their qualification and experience shall be furnished as per the prescribed format (Annexure F)
- The Firms should have undertaken/undertaking IFRS (International Financial Reporting Standards)/IND AS (Indian Accounting Standards) conversion exercise in last 3 years as on 31st March 2016 in Bank/Financial Institution/PSU with minimum of 3 such conversion work completed till 31.03.2016
- Should have Income Tax PAN in its name
- Should have Service Tax registration.
- **Should have an average turnover of Rs. 50.00 lakh for the past three financial years (2013-14, 2014-15 and 2015-16)**
- A self-certificate that the firm has not been black listed by any department / organization of the Central / State Government / PSU in the past five years.
- An authorization letter from the firm must be enclosed with the EOI certifying that the person who signed the EOI is an authorized person to sign on behalf of the firm

5. LIST OF DOCUMENTS

EOI should contain the following documents

- Organization Profile
- Project Portfolio
- Certificate of Incorporation
- Copy of work orders received during the past five years

- A self-declaration mentioning the office address in New Delhi.
- Copy of Income Tax PAN
- Copy of valid Service Tax Registration Certificate
- Copy of Balance sheet for the past 3 financial years, Provisional Balance Sheet is allowed for the Financial Year 2015-16.
- Copy of minimum five work orders (conversion) received from Bank/Financial Institution/PSU during the past three years.
- All Annexures (A to F)

6. EOI VALIDITY

EOI should remain valid for a period of 90 days from the date of submission.

7. SUBMISSION OF EOI

The sealed EOI should be submitted with superscription **“NBCFDC/CS/Empanel Dated 17th January 2017” “DUE On 7th February, 2017 at 3.00 PM “and submitted to:**

**The AGM (Adm) & CS
NBCFDC
5th Floor, NCUI Building, 3,
Siri Institutional Area,
August Kranti Marg, New Delhi-110016**

- Sealed REOI offers shall be received by the AGM (Adm) &CS, NBCFDC, New Delhi, at the address specified above not later than the time and date specified in the invitation of REOI offer. In the event of the specified date for the submission of EOI offers being declared a holiday, the offers will be received up to the appointed time on the next working day
- EOI sent by fax or e-mail will not be considered for evaluation. No EOI offer received late will be considered

8. COMPLETENESS OF EOI

The firm interested in participating in this REOI is expected to examine all instructions, forms, terms & conditions and specifications in the Request for Proposal document. Failure to furnish all information required by the Request for Expression of Interest document or submission of an EOI offer not substantially responsive in every respect to the Request for Expression of Interest documents will be at the participating firm's risk and may result in the rejection of its EOI offer. The EOI offer is liable to be rejected outright without any intimation to the participating firm if complete information as called for in the REOI document is not given therein, or if particulars asked for in the Forms / Performa in the REOI are not fully furnished.

9. PRELIMINARY SCRUTINY

- The Evaluation Committee of NBCFDC will determine the responsiveness of each offer to the Request for Expression of Interest document. For the purpose of this clause, a responsive EOI is one which confirms to all the terms and conditions of the Request for Expression of Interest document without any material deviations. The material deviations are defined as non production of evidence of eligibility under the stipulated criterion as given above. The Evaluation Committee's determination of an EOI's responsiveness shall be based on the contents of the EOI offer itself without recourse to extrinsic evidence
- An EOI offer determined as not responsive will be rejected by the Evaluation Committee
- The Evaluation Committee shall reserve the rights to allow any participating firm to clarify/furnish further documentation which does not alter the EOI

10. SHORTLISTING AND PRESENTATION

Based on the preliminary scrutiny conducted by the Evaluation Committee of NBCFDC, all those participating firms that meet the eligibility criteria will be short listed. These shortlisted firms will be invited to demonstrate their capability and expertise to the Evaluation Committee.

11. EMPANELMENT BASED ON FINAL LIST

After evaluating the presentations given by the shortlisted firms, the Evaluation Committee shall finalize the list of firms qualified for empanelment with NBCFDC. This list will be notified on NBCFDC website and respective firms will be invited to empanel with NBCFDC by execution of an MOU. The empanelment will be for a period of two years, which can be further renewed subject to qualifying the performance evaluation by the Evaluation Committee.

12. GENERAL TERMS AND CONDITIONS

- Participating Firms are advised to study the REOI document carefully. Submission of the EOI shall be deemed to have been done after carefully studying and examination of all instructions, eligibility criterion, terms and requirement specifications contained in the REOI document with full understanding of its implications. Failure to furnish all information required in the REOI Document or submission of an EOI not substantially responsive to the REOI document in all respects will be at the participating firm's risk and may result in the rejection of the EOI.
- Participating Firms are requested to submit the EOI in English language only
- Participating Firms have the opportunity to get a clarification on REOI document i.e. before last date for submission of EOI. Amendments if any to the REOI document will be notified through NBCFDC's website as corrigendum. All participating firms should consider such amendments also while preparing the EOI.

- NBCFDC will not be responsible for any delay on the part of the participating firm in obtaining the terms and conditions of the REOI notice or submission of the EOI
- The EOI's submitted by telegram/ fax/ E-mail etc. shall not be considered. No correspondence will be entertained on this matter
- Any alteration / overwriting / cutting in the EOI should be duly countersigned else it will be out rightly rejected
- If the submitted EOI is un-signed, un-stamped and without certificate for authorized person then it will be rejected.
- Conditional EOI's shall not be accepted on any ground and shall be rejected straightway
- Ambiguous EOI's will be out rightly rejected
- **If any clarification is required, the same should be obtained by 1st Feb, 2017**
- EOI's not accompanied by desired documents will be rejected. Undertaking for subsequent submission of any of the above document will not be entertained. However, NBCFDC reserves the right to seek fresh set of documents or seek clarifications on the already submitted documents.
- NBCFDC reserves the right to cancel this REOI or modify the requirement without assigning any reasons. NBCFDC will not be under obligation to give clarifications for doing the aforementioned.
- NBCFDC also reserves the right to modify / relax any part of the RFP prior to the submission date and time. Any such changes will be published on the website as corrigendum and the participant firms are suppose to take the corrigendum also into account prior to EOI submission
- The decision of NBCFDC arrived during the various stages of the evaluation process is final & binding on all participating firms. Any representation towards these shall not be entertained by NBCFDC.
- Any attempt by participating firm to bring pressure towards NBCFDC 's decision making process, such firms shall be disqualified for participation in the present REOI and those firms may be liable to be debarred from participating in NBCFDC tenders / REOI's in future for a period of three years

- Upon verification, evaluation / assessment, if incase any information furnished by the participating firm is found to be false/incorrect, their total EOI shall be summarily rejected and no correspondence on the same, shall be entertained.
- NBCFDC will not be responsible for any misinterpretation or wrong assumption by the participating firm, while responding to this REOI
- The participating firm shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing
- All disputes in this connection shall be settled in New Delhi jurisdiction only
- NBCFDC, without assigning any further reason can reject any EOI(s), in which any prescribed condition(s) is/are found incomplete in any respect.
- Further any clarification / corrigendum etc kindly visit www.nbcfdc.gov.in.

13. ANNEXURES TO THE EOI

The REOI comprises of following Annexures which has to be submitted by the participating firm furnishing relevant details

| | |
|------------|---|
| Annexure A | EOI Offer Form |
| Annexure B | Firm's Authorization Letter |
| Annexure C | Self-Declaration on Black Listing |
| Annexure D | Details of Firm |
| Annexure E | Compliance Sheet for Eligibility Criteria (To be furnished at the beginning of EOI) |
| Annexure F | List of Partners/ directors/ Employees |

Annexure A – EOI Offer Form

Date:

REOI Reference No. :

To

AGM (Adm) & CS

National Backward Classes Finance & Development Corporation (NBCFDC)
5th Floor, NCUI Building, 3, Siri Institutional Area
August Kranti Marg, New Delhi-110016.

SUBJECT: REQUEST FOR EXPRESSION OF INTEREST FOR PARTICIPATION IN THE PROCESS FOR EMPANELMENT OF IFRS (INTERNATIONAL FINANCIAL REPORTING STANDARDS) / IND AS (INDIAN ACCOUNTING STANDARDS) CONVERSION EXERCISE

Gentlemen:

Having examined the Request for Expression of Interest Documents including all Annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer our interest to participate in the empanelment process.

I/We declare that we are an established Chartered Accountants Firm with experience in implementing IFRS (International Financial Reporting Standards)/IND AS (Indian Accounting Standards) conversion exercise under the name and style of

We declare that we are equipped with adequate machinery/technology for providing the services as per the parameters laid down in the Request for Expression Document and we are prepared for demonstration of our capability before the Evaluation Committee of NBCFDC.

We agree to the terms and conditions mentioned in the Request for Expression of Interest Document.

Dated this day of

Signature:

(In the Capacity of :)

Annexure B – Firm’s Authorization Letter

To

AGM (Adm) & CS

National Backward Classes Finance & Development Corporation (NBCFDC)

5th Floor, NCUI Building, 3, Siri Institutional Area

August Kranti Marg, New Delhi-110016.

SUBJECT: REQUEST FOR EXPRESSION OF INTEREST FOR PARTICIPATION IN THE PROCESS FOR EMPANELMENT OF IFRS (INTERNATIONAL FINANCIAL REPORTING STANDARDS) / IND AS (INDIAN ACCOUNTING STANDARD

Sir,

I, Sh.of is hereby authorized to sign all documents for this EOI and will be the single point of contact for dealing with all requirements / clarifications on the above said EOI.

His complete details and contacts are given below:

Name of the Person: Sh.

Phone Numbers:

- (i) Landline Numbers:
- (ii) Mobile Numbers:
- (iii) Email IDs: a) b)

Permanent postal address for communication:

Yours faithfully,

(Name & Designation of Authorizing Official of the Firm)

Signature

Seal of the Organization

Annexure C – Self Declaration

REOI Ref :

Date:

To,

To

AGM (Adm) & CS

National Backward Classes Finance & Development Corporation (NBCFDC)
5th Floor, NCUI Building, 3, Siri Institutional Area
August Kranti Marg, New Delhi-110016.

In response to the REOI No Dated as a Partner/Director of, I/We hereby declare that our Firm is having unblemished past record and was not declared ineligible for corrupt and fraudulent practised either indefinitely or for a particular period of time.

I/We are not blacklisted in any Department of Government of India , State Government and/or PSU.

I/We further undertake that our company having office at are also not blacklisted in any Department /Organization of Government of India or any State Government

I/We hereby declare that there are no pending cases against with Department of Government of India or any State Government or any other court of law

I/We hereby declare that our Firm or Director/Owner of the Firm have not been declared by any Court or Competent Authorities in solvent or involved in any fraudulent mean (Economical & Criminal) as on

Name of the Firm:-

Signature:-

Seal of the Organization:-

Annexure D – Details of the Firm

| S.No | Description | |
|------|---|--|
| 1. | Name of the Partnership Firm/LLP/Company / Organization | |
| 2. | Date of incorporation of Firm/LLP/Company / Organization | |
| 3. | PAN No. of Firm/LLP/Company | |
| 4. | Service TAX Registration No. & Date | |
| 5. | Telephone Nos. | |
| 6. | E-mail | |
| 7. | Website Address | |
| 8. | Type of Organisation | |
| 9. | Particulars of Managing Prtner/ Director/CEO/Director | |
| 10. | Particulars of Contact Person | |
| 11. | Total Turnover of the Firm/LLP/ Company/Organization for last three financial years | |
| 12. | 2013-2014 2014-2015 2015-2016 (Attach Audited/Certified copy) | |

| | | |
|-----|--|--|
| 13. | Quality Certificate /ISO-9000 Series (Please specify) | |
| 14. | Any other Quality Certificate (Please specify) | |
| 15. | Any other relevant information that participating Firm may like to mention | |

Annexure E – Eligibility Criteria (Compliance Sheet)

(To be furnished at the beginning of the EOI document)

| S.No | Eligibility Criteria | Compliance (Yes / No) | Documents Attached at Page No of EOI |
|------|---|----------------------------|--|
| 1 | Organization Profile | | |
| 2 | Project Portfolio | | |
| 3 | The firm should be a registered company/LLP/Firm in India for over ten years. Furnish Certificate of Incorporation | | |
| 4 | Should have minimum ten years of experience and IND AS conversion exercise in last 3 years as on 31.03.2016 in Bank, Financial Institutions, PSU with minimum of 3 such conversion work completed till 31.03.2016; <ul style="list-style-type: none">• Copy of work order / contract• Certificate from the client shall be enclosed | | |
| 5 | Should have permanent office (registered/corporate) in New Delhi /Delhi NCR since last five years. | | |
| 6 | Should have minimum 5 partners/director on its roll. The list of Partner/Director along with their qualification and experience shall be furnished as per the prescribed format (Annexure F) | | |
| 7 | Should have Income Tax PAN in its name. Copy of Income Tax PAN | | |
| 8 | Should have Service Tax registration. Copy of valid Service Tax Registration Certificate | | |

| | | | |
|----|--|--|--|
| 9 | Should have an average turnover of Rs. 50.00 lakhs for the past three financial years (2013-14, 2014-15 and 2015-16). Copy of Balance sheet for the past 3 financial years, | | |
| 13 | A self-certificate that the firm has not been black listed by any department / organization of the Central / State Government/PSU in the past five years. (Annexure C) | | |
| 14 | An authorization letter from the firm must be enclosed with the EOI certifying that the person who signed the EOI is an authorized person to sign on behalf of the firm (Annexure B) | | |
| 15 | All Annexures with relevant information furnished (A to F) | | |

Annexure F – List of Partner/Director/Employees

(Should furnish details of minimum 5 partner/directors)

| S.No | Name of Employee | Designation | Qualification | Experience (in Years & Months) |
|-------------|-------------------------|--------------------|----------------------|---|
| | | | | |
| | | | | |
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