

Ref: - 50104/Outsource/19-20  
Dated – 29<sup>th</sup> June 2019



## **National Productivity Council**

Expressions of Interest

### **SELECTION OF AGENCY FOR OUTSOURCING OF FINANCE & ACCOUNTS MANAGEMENT SYSTEMS**

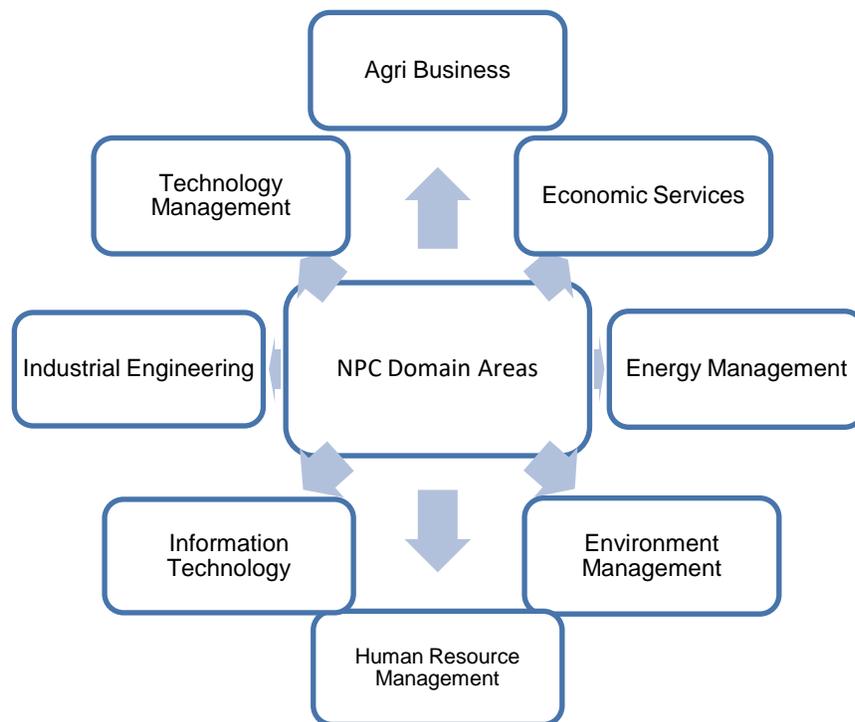
Director (Finance)  
Email: [sunil.kumar@npcindia.gov.in](mailto:sunil.kumar@npcindia.gov.in)  
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## I. BACKGROUND

- i. NPC is national level organization to promote productivity culture in India. Established by the Ministry of Industry, Government of India in 1958, it is an autonomous, tripartite, non-profit organization with equal representation from employers' & workers' organizations and Government, apart from technical & professional institutions and other interests.
- NPC provides consultancy, research & training services towards accelerating productivity, enhancing competitiveness, increasing profits, augmenting safety and reliability and ensuring better quality. NPC extends consultancy services in the following domain areas :-

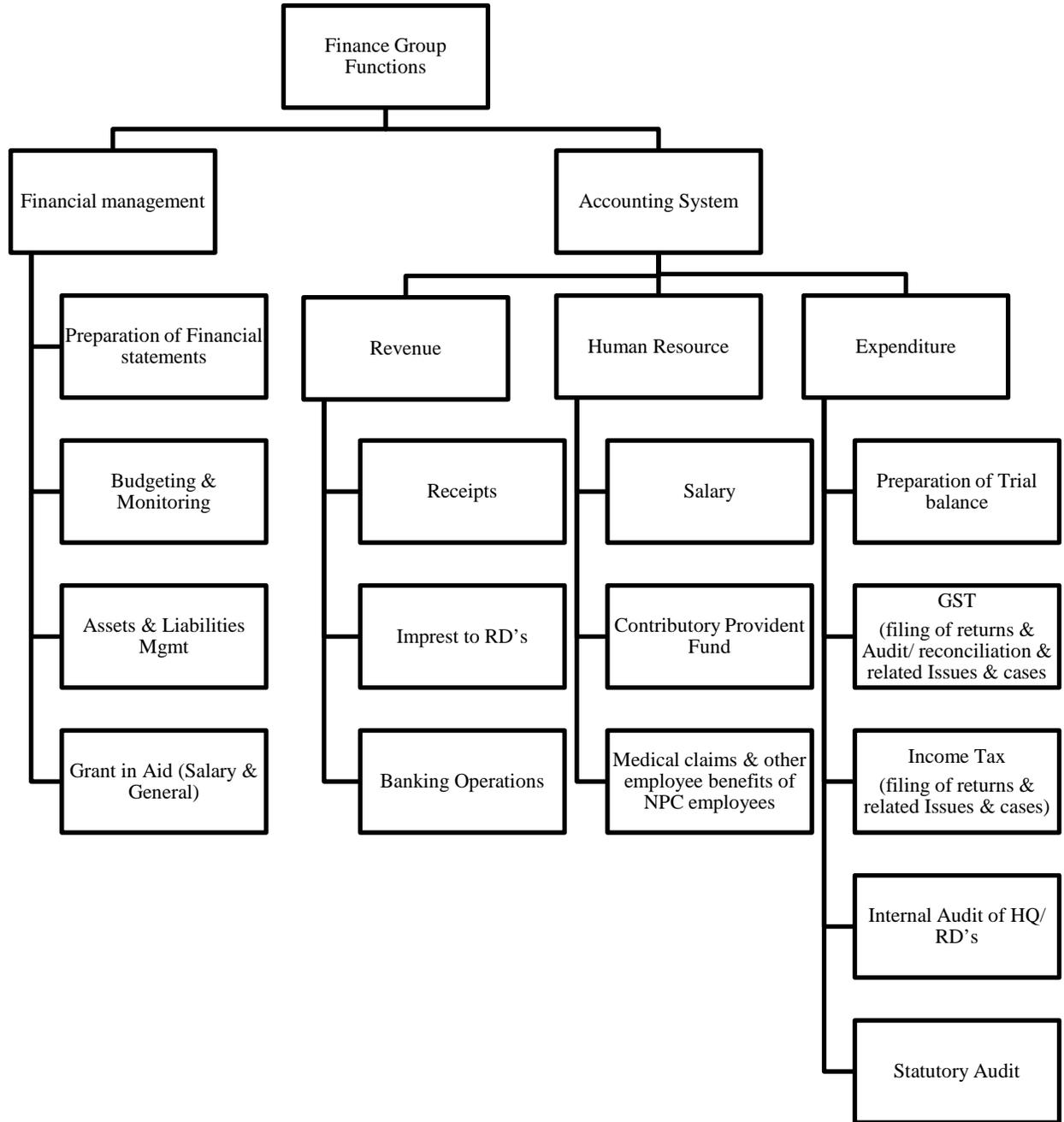


**Figure 1 Revenue generation Domains of NPC**

Accordingly, NPC is promoting and disseminating productivity skills through consultancy, training and research to the private and public corporate sectors, Central and State Governments, industry associations, their members, and other client groups, with emphasis on improvement of productivity, quality, profitability, and growth at entire organizational and sectoral level through the above depicted domain specific Groups/Divisions.

## II. PRESENT CONDITION

- i. NPC is focusing on the strengthening the **Financial & Accounting Management System (FAMS)** to address issues of monitoring, control and efficient utilization of assets and other resources.
- ii. The present functions of the Finance and Account includes:-



- iii. The present system includes the combination of software & manual processing of various transactions. Tally ERP 9 is being used for maintaining books of accounts of HQ and regional offices.
- iv. There is need for the centralized system of Finance & Accounts Functions. The key challenges being faced by NPC have been analyzed based on assessment of existing accounting and financial processes.
- v. There is an urgent need for system improvement in terms of data consistency, records accessibility, procedural standardization, MIS reports and Dashboards. Some major needs of end user are described below:

#### Finance

- Need for preparation of Budget and financial planning
- Need of standard Financial reporting structure
- Need of Dashboards for effective monitoring and decision making
- Urgent need to integrate salary, CPF & related administration functions
- Need for financial statements and balance sheet

#### Accounts

- Tally ERP 9 needs to be strengthened by regular synchronization, ledger reading and rectification of various entries
- Need for customization of Tally features to include GST compliance etc.
- Need for regular TDS update against the payment receipt
- Essential narration code is to be made integral with each Tax invoice pertaining to specific revenue activity as the un-claimed amount is a liability to NPC
- Records needs to be indexed and standardized properly
- Need of standard Accounting and Financial reporting structure
- Need for online Bank reconciliations
- Needs online reconciliation with PFMS
- Need for standardizing the accounting heads
- Need for standardization of Programme Order Code at RD & HQ level

- vi. Presently, there are 16 personnel's engaged for HQ activities and one at each regional office's under the total supervision of Director (Finance). In this context it is decided to outsource finance & accounts activities with integrating the existing Tally ERP 9 and other related software needed for payroll, CPF and Administrative Functions of HQ at New Delhi and 13 Regional Offices enumerated below.

- |                |                |
|----------------|----------------|
| 1. AIP Chennai | 4. Chandigarh  |
| 2. Bangalore   | 5. Delhi       |
| 3. Bhubaneswar | 6. Gandhinagar |

- |              |             |
|--------------|-------------|
| 7. Guwahati  | 11. Kolkata |
| 8. Hyderabad | 12. Mumbai  |
| 9. Jaipur    | 13. Patna   |
| 10. Kanpur   |             |

It is expected that the prospective bidder may provide the same assistance with software professionals and a project head under the total supervision of Director (Finance).

- vii. The objective of the EOI is to understand the methodology pertaining to the design, development, operation and maintenance of software application along with the deployment of technical/ financial manpower intended for finance & accounts activities of NPC's Finance & Accounts Division.
- viii. Only agencies/Agency(s) registered or incorporated in India, shall be eligible to apply (refer *PRE-QUALIFICATION CRITERIA (PQC)*).
- ix. The Copyright of the developed software would remain with the NPC and/or the respective user organization (client) as the case may be.
- x. The service has to be provided across 13 NPC offices in India and multiple users in these locations.
- xi. The EOI document can be downloaded from NPC's website <http://www.npcindia.gov.in/tenders-and-notices/> & [www.eprocure.gov.in/e-publish](http://www.eprocure.gov.in/e-publish)
- xii. The agencies who fulfill all the Eligibility Criteria as mentioned in this EOI document need to participate only.

### III. SCOPE OF WORK

#### i. DESCRIPTION OF ACTIVITIES TO BE COVERED

- i. To address the above-mentioned issues, the following activities are envisaged for outsourcing and hire an agency for performing the task on behalf of NPC;
- ii. The provision for authorization/approval of any transaction at any stage should be possible by way of designing administrative control specific to NPC's requirement.

S No.	Functions	Activity	Activity Description
1.	Accounts	Annual Accounts	Preparation of Balance Sheet, Schedules related to Balance Sheet, Trial balance, Reconciliation of various RPMGs A/cs, Deductions Heads & Deposits in proper department/accounts, Ledger Reading
2.		Imprest Accounts	12 RPMGs Accounts maintaining, checking of Plan & Non Plan expenses & Receipts, Reconciliation of accounts like salary billing particulars, deposits, taxes, journalizing of vouchers rectifying of accounts, medical bill of RPMGs
3.		Typing & statements	Various typing jobs, making various type of statements, making of annual accounts, schedules, annexure, trial balance reconciliation statements.
4.		Cash & Bank	Disbursement of cheque, Preparation of RTGS statements reconciliation of bank statements, deposit of cheques, preparation of day to day expenses, writing of bank books.
5.		Maintenance of Record	To file and maintain all the records
6.		Auditing	Making contact with auditors, government & statutory, helping in auditing, preparation of audit replies.
7.	Human Resources	Salary	Preparation of salary bill of HQ & RPMGs, Daily wager & Contractual Employees, preparing salary slips, Calculation of taxes, preparation of TDS Statement, deduction of TDS as per paper submitted by individuals. Arrears & increment calculation, income tax calculation, deposit of TDS & reconciliation, preparation of TDS forms, Form 16, Form 24 etc., deposit of TDS quarterly & preparation of annually statement.
8.		Medical	Checking of medical bill related to RPMGs & HQ, thoroughly verify medical bills and permission, preparation of voucher related to medical bills.
9.		CPF	Loan/Withdrawal applications processing, maintenance of individual as well NPCECPF Accounts, Reconciliation, Investment of Funds, Final Settlements on retirement and resignation

S No.	Functions	Activity	Activity Description
10.		Miscellaneous	TA, LTC, Medical bills, LC, processing of bills, making of vouchers, entering in budget register, reconciliation of budget entries.
11.	Revenue	Projects	Maintaining of project register, receipts & payment, budgets, making statement, entering in budget register
12.	Expenditure	Taxes	GST, Service tax, income tax, professional tax, maintenance of GST Form I, II and III, tax 24 Q & 26 Q statement & Cenvat and other related taxes & rates. Filling of GST Returns, TDS returns, on monthly, quarterly, yearly basis Issue of TDS Certificates
13.	Finance	Financial management Reports	Preparation of Financial statements, Budgeting & Monitoring, Assets & Liabilities Mgmt, Grant in Aid (Salary & General)

## ii. PHASE-WISE IMPLEMENTATION PLAN

### PHASE 1: REQUIREMENT ANALYSIS

This shall comprise of the following:

1. Consolidation and Integration of accounts of all RDs, Groups and HQ & any other accounting unit so that consolidated trial balance, Balance sheet, schedules to Balance Sheet, Cash flow statement as per TALLY default format can be generated.
2. Full implementation of default features of Tally software given by Tally Solutions.
3. Undertaking a system study of the existing system as per the scope desired by NPC and submitting a GAP ANALYSIS REPORT of the same to facilitate use of default features.
4. Designing uniform code of accounts as per NPC requirements (Code lists shall be provided by NPC) for following:
  - All Revenue generation Establishments (Revenue Centers/ Cost Centers) which are under the Accounting Units viz RD's & HQ Group's.
  - All Divisions as per the Organization structure provided by NPC Project codes (Services categories)
  - All Head of Accounts including but not limited to employees, customers, vendors and bank.
5. *Purpose of (3) above is to generate Revenue, Costs & Profitability- Revenue center wise i.e Regional Office, Groups/ Divisions & so on.*
6. All the Revenue generation Establishments shall be users with Head Quarter being the administrator. Interlinking set up of all NPC Revenue generation Establishments in Tally 9 ERP via Sync (Cloud based) would be required.

- Consolidation & Sync to be done on real time basis & at-day end at the administrator level (i.e HQ)
7. Implementation of Uniform Accounting System through a uniform Chart of Accounts, Ledgers and Sub- Ledgers.
  8. Provision for authorization/approval of any transaction at any stage should be possible by way of designing administrative control specific to NPC's requirement.

**PHASE 2: DESIGN, DEVELOP, TESTING AND IMPLEMENTATION**

9. Customization of the software in such a manner where nobody can edit the transactions irrespective of authorization.
  - 9.1 Having conducted a **comprehensive analysis of the requirements** for the NPC, the bidder would need **to prepare elaborate system architecture and design documents.**
  - 9.2 Build a complete audit trail of all transactions (add, update and delete) using transaction log reports, so that errors in data, intentional or otherwise, can be traced and reversed, throughout the project duration.
  - 9.3 The most appropriate level of security commensurate with the value to that function for which it is deployed must be chosen.
  - 9.4 Access Controls must be provided to ensure that the databases are not tampered or modified by the system operators or database administrator.
  - 9.5 Implement data security to allow for changes in technology and revenue generation needs.
  - 9.6 The bidder shall be entirely responsible for the architecture of the system implemented to satisfy all features, functions and performance as described in this document including sizing of the required IT infrastructure in order to satisfy service levels as defined in this EOI. The Agency should ensure all possible and required improvements.
  - 9.7 The NPC -Tally design must be such as to require the minimal installation, if at all, at the user's end, besides the Internet Browser. The NPC -Tally system should be able to support all common browsers like Internet explorer, Mozilla, Chrome and mobile application on Android OS
  - 9.8 Plans for various types of testing and audit, which include user acceptance tests, integration test, Information security audit on application software in line with ISO-27001 guidelines through CERT-IN empanelled third party auditor.
  - 9.9 The bidder would be responsible for making sure that all the above pre-requisites are adequately met. AGENCY is expected to prepare a detailed project charter which should include the detailed project plan, indicating all activities with resources required, their roles and responsibilities and time

schedule of deliverables at the start of the project and submitted to NPC for approval.

### **PHASE 3 INTEGRATION OF TALLY ERP 9 AND FAMS AS PER NPC REQUIREMENTS**

- 1) Integration of accounts of all RDs and HQ Groups & any other accounting unit so that consolidated trial balance, Balance sheet, schedules to Balance Sheet, Cash flow statement and accounting information appearing in the notes forming part of accounts can be generated as per the Format followed by NPC .
- 2) Conversion of existing accounts and accounting entries for the F.Y. running to the accounting entries & Ledgers with uniform code of account. Data in this regard as available in the existing Tally shall be provided by NPC in the desired Ms excel format for successful conversion.
- 3) Adverse balances and account balances where there had been no transactions in the last years (time shall be specified by NPC) need to be flagged & generated separately along with other standard exception reports.
- 4) Facility to upload voluminous data from Ms excels to tally software.
- 5) Satisfying the requirement of accounting as per the GST Law so that data required for compliances under GST with respect to payment of periodic GST and filing of periodic GST returns.
- 6) Necessary checks to be placed to ensure that all the expense, income, assets & liabilities are done through a customer/vendor/party account as per NPC requirements.
- 7) Generation of Invoice/Debit Note/ Credit Note/ Payment/ Receipt in compliance with the relevant GST law and NPC requirements for its customers/depositors with the facility to print, export, mail invoices directly from TALLY.
- 8) Generation on statutory compliance report on periodic basis with respect to TDS, service tax/GST etc.
- 9) Pre-defined TDS rates are to be fed in the accounting software for payments booked under a particular revenue head of account to facilitate Auto calculation of TDS while entering the voucher.
- 10) Auto calculation of depreciation on Fixed Assets at the end of every month on pre-defined Depreciation rates fed in FAMS.
- 11) Creation of multiple approval levels for entering of any voucher type as per the limit prescribed by NPC.
- 12) Tracking a voucher right from creation to details of alterations and last alteration done like username, user employee id, reason for altering and alteration date and Generation of alteration report.
- 13) Auto Bank reconciliation from the Bank statement downloaded in excel format from Bank Portals.
- 14) Auto settlement of TA bills against advance taken by the employee by linking employee-wise advance against the bill to be settled.

- 15) Provision of putting and keying in Budgeted data ( BE/ RE) of the NPC as a whole against the income and expenditure fields and flagging of the concerned income & expense head same once the expenditure exceeds the budgeting limits prescribed.
- 16) Calculation & Generation of Key Financial Performance Ratios as per NPC requirements.
- 17) Assisting in inter-unit transactions & Account reconciliation.
- 18) Maintenance of Fixed asset registers with the fields as (*Quantity / No Category & Description, Location, Identification/ Tag Number, Supplier/ Invoice Date, Purchase Date, Put to Use Date ,Depreciation Rate ,Original cost / additions /deletions/ Accumulated depreciation ,Written down value, Assets at Rs 1*). The system should support fixed asset verification and should also support reporting of fixed asset under disposal and unserviceable items as a separate company where fixed assets data of all the units can be integrated periodically with the main data.
- 19) Generation of financial results as per the NPC defined parameters.
- 20) Generation of **CUSTOMIZED REPORTS**, for middle and senior management by way of Dashboard with respect to following areas:
  - a) Economy reports for any of the revenue generation establishment (HQ Groups, RDs etc.)
  - b) Income, Overhead, CAPEX
  - c) Capital expenditure incurred (CAPEX), HQ-wise/RD wise/Group/Division-wise.
  - d) Establishment Expenditure
  - e) Status of outstanding receivables
  - f) Status of payables
  - g) Financial Statements
  - h) Other Management Reports( for details refer APPENDIX)
- 21) Devising a detailed User manual of customized FAMS & TALLY ERP 9 with the frequent asked questions for the users after the completion of Customization.
- 22) Provision for maintaining & migrating accounts as per the IND AS - Indian Accounting Standards.
- 23) The Agency shall be required to provide necessary training at head Quarter for 3 days on using the FAMS & Tally ERP 9 including addressing day-to-day issues. Training shall be held in batch of 8-10 officials each. Number of staff likely to be trained is about 25. All associated cost of faculty i.e. TA/DA, out of pocket expenses, hotel stay etc. shall be borne by Agency.

#### **PHASE 4: POST GO- LIVE**

- Pilot launch the developed application software

- Review performance of the application software
- Go Live
- Full implementation of the application software
- Provide specialized support implementation of the application software

**PHASE 5: OPERATION AND MAINTENANCE SUPPORT**

- Agency will provide support for **Outsourced Activities** in the form of annual maintenance contract.
  - The Agency(s) would be required to provide competent and qualified manpower for performing the outsourced activities belonging to the Finance Division and for the period mutually agreed period (i.e. four years post Go-Live of the entire system).
  - The deployed personnel would report to NPC project head. By virtue of their working on NPC project there will be no employment obligation for NPC.
- Agency will provide support for **Operation & Maintenance** of FAMS in the form of annual maintenance contract.
  - The AMC for FAMS shall include the following components:
    - a) Bug Resolution - Provision of technological support for any issue/query/problem faced by any of NPC staff as and when required
    - b) Any amendments required to be incorporated due to change in any statutory law/ functional requirement in the existing accounting software
- Provision of technological support for any query/problem faced by any of NPC staff as and when required which need to be resolved on periodic basis.

**The Annual maintenance contract for four years from the date of satisfactorily implementation shall be provided by the Agency to NPC as per NPC requirements.**

**IV. INSTRUCTIONS TO AGENCIES**

1. Agencies may visit the official website of NPC (<http://www.npcindia.gov.in>) to understand the activities carried out by NPC.

2. Submission Details

The Expression of Interest shall be submitted in a sealed envelope super scribed with “EXPRESSION OF INTEREST FOR SELECTION OF AGENCY FOR OUTSOURCING OF FINANCE & ACCOUNTS ACTIVITIES”.

3. Documents to furnish

Agencies are requested to go through all pre-qualification requirements, scope of work for execution & requirements w.r.t technical / financial capabilities for acceptance and submission of documents for verification by NPC. Documents to be furnished are:

- i. Letter of Authorization as per the Format - 2
- ii. EOI document with each page duly stamped and signed by the Authorized signatory.
- iii. Declaration- Expression of interest as per the Format – 1
- iv. Supporting documents---as mentioned in Format 1

- v. MSME Certificate (if applicable)
- vi. Any other information which agencies may like to provide.
- vii. NPC reserves the right to call for any clarifications confined in the broad scope, wherever such a clarification become necessary for proper judgment in evaluation.

4. Address of Submission/communication

The sealed envelope should be addressed to :

Director (Finance)  
National Productivity Council  
5-6 Institutional Area, Lodhi Road  
New Delhi -110003  
Email: sunil.kumar@npcindia.gov.in  
Telephone number: 011-24607320/ 331

5. Timeline for submission of the EOI

<b>A</b>	<b>Published Date</b>	<b>29/6/2019 at 10.00hrs</b>
<b>B</b>	<b>Bid/Proposal Submission Start Date</b>	<b>29/6/2019 at 10.00hrs</b>
<b>C</b>	<b>Bid/Proposal Submission End Date</b>	<b>12/7/2019 at 18.00 hrs</b>
<b>D</b>	<b>Bid/Proposal Opening Date</b>	<b>15/7/2019 at 15.00 hrs</b>

6. Amendment to the EoI

At any time prior to the last date for receipt of proposals, NPC, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the EOI document by an amendment. In order to provide prospective proponents reasonable time in which to take the amendment into account in preparing their proposals, NPC may, at its discretion, extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the EOI. The agency is required to visit the NPC website for any changes or amendments in the EOI before submitting their Expression of Interests.

7. Conflict of Interest

The agencies shall not receive any remuneration in connection with the assignment except as provided in the “Service and Confidentiality Agreement”.

8. Warranty of the agency

The agency shall warrant that it is under no contractual restrictions of legal disqualification or other obligations which will prohibit from entering into agreement and that the statement and particulars herein contained in this EOI and in the relevant and supporting documents to this EOI are correct.

9. Rejection Criteria

The application is liable to be rejected if:

- i. The proposal is not submitted as per the requirements indicated in Clause 3 above.
- ii. Not in prescribed format.
- iii. Not properly stamped and signed as per requirements.
- iv. Received after the expiry of due date and time.

- v. Offer is received by any other means apart from hardcopy.
- vi. All relevant supporting documents are not furnished with the Pre-Qualification criteria.
- vii. The proposal shall be substantially responsive without any material deviation, failing which the proposal shall be summarily rejected.

10. Disclaimer

- i. NPC shall not be responsible for any late receipt of applications for any reasons whatsoever.
- ii. NPC reserves the right to reject all applications without assigning any reasons thereof.
- iii. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the NPC without assigning any reasons thereof.
- iv. To include any other item in the Scope of work at any time after consultation with proponents or otherwise.
- v. NPC reserves the right to reject all the EOIs without assigning any reasons.

**V. PRE-QUALIFICATION CRITERIA (PQC)**

- i. Screening of EOIs shall be carried out as per Pre-Qualification criteria mentioned in the EOI document and based on verification of documents submitted.
- ii. All eligible agencies who fulfill the Pre-Qualification criteria shall be invited for an EOI meet and shall be provided a brief about NPC.
- iii. All eligible agencies shall be required to make a presentation cum pitching to NPC showcasing their competence on a stipulated date & time. NPC shall assess and evaluate the agencies on the parameters as mentioned in the EOI document.
- iv. The following will be the minimum Pre-Qualification Criteria (PQC). Responses not meeting the minimum PQC will be summarily rejected and will not be evaluated further:

Sl.No.	Pre-Qualification Criteria	Supporting Documents Required
1.	Agency shall be a company incorporated in India under the Companies Act, 1956 and subsequent amendments thereto; or A partnership registered under the India Partnership Act 1932 or Limited Liability Partnership Firm registered under the Limited Liability Partnership Act 2008 with their registered office in India.	Self-attested copy of Company Incorporation Certificate from ROC/Partnership deed etc.
2.	The Agency must be registered with appropriate authorities for all applicable statutory duties/ taxes and comply with all taxation norms.	Self-attested Copy of GST Registration or GST exemption certificate/ PAN Card

<b>Sl.No.</b>	<b>Pre-Qualification Criteria</b>	<b>Supporting Documents Required</b>
3.	Experience of having successfully executed at least three (03) projects for managing account related functions & software development in Govt./ Semi-Govt./ Statutory/ Autonomous Body/ PSU's/ State-PSU's/ Private Sector between April, 2016 and March 2019 with a total average value of Rs. 1 Crore or more during previous three years.	Self-attested Copy of the work orders and letter of successful completion from the client
4.	The agency has to be profitable and should not have incurred loss in three consecutive FY (FY 2016-17, 2017-18 & 2018-19)	Certificate from the Chartered Accountant of the Organization/Audited Balance sheets for last three financial years, Income Tax return
5.	The agency should have completed similar kind of work in any one Central Govt./State Govt./PSUs/Govt. bodies / Private Sector in India in preceding three years	Self-attested Copy of the work order and letter of successful completion from the client
6.	The agency should not have been blacklisted by any Central /State Government / Public Sector Undertaking, Govt. of India / Private Sector	Undertaking on the Letter Head of the Proponent duly signed & Stamped by Authorized Signatory (As per format – 3)
7.	The agency should have a registered office in India and must have an established office in Delhi/NCR.	Electricity/Telephone Bill or any other supporting document stating the address duly certified by the Owner/Authorized Representative of the Company
8.	The agency should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this EoI and in the execution of agreement.	Undertaking on Proponent's Letter Head, duly signed and stamped by the Authorized Signatory (As per format – 4)

In order for their EOIs to be considered, the Agencies are requested to submit documents for each of the above clauses.

## VI. ANNEXURES

### FORMAT - 1 EXPRESSION OF INTEREST

(To be submitted on Agency's Letter Head)

To,  
Director (Finance)  
National Productivity Council  
5-6 Institutional Area, Lodhi Road  
New Delhi -110003  
Email: sunil.kumar@npcindia.gov.in  
Telephone number: 011-24607320/ 331

Subject: Submission of Expression of Interest for Selection of Agency for Outsourcing of Finance & Accounts Activities.

Sir/Madam,

The undersigned have read and examined in detail all the EOI documents pertaining to your assignment; do hereby express the interest to do the work as specified in the scope of work.

Sl.No.	Description	Response
1	Name of the Agency	
2	Address	
3	Name, designation & address of the person to whom all references shall be made	
4	Telephone No. (with STD code)	
5	Mobile No. of the contact person	
6	Email ID of the contact person	

The following documents are enclosed :

1. Letter of Authorization (As per Format – 2)
3. Pre-qualification criteria as per the details given below:

<b>S.No.</b>	<b>Supporting Documents Required</b>	<b>Type of Document</b>	<b>Page number of the Supporting document</b>
1.	Self-attested copy of Company Incorporation Certificate from ROC/Partnership deed etc.		
2.	Self-attested Copy of GST Registration or GST exemption certificate/ PAN Card		
3.	Self-attested Copy of the work orders and letter of successful completion from the client		
4.	Certificate from the Chartered Accountant of the Organization/Audited Balance sheets for last three financial years, Income Tax return		
5.	Self-attested Copy of the work order and letter of successful completion from the client		
6.	Undertaking on the Letter Head of the Proponent duly signed & Stamped by Authorized Signatory (As per format – 3)		
7.	Electricity/Telephone Bill or any other supporting document stating the address duly certified by the Owner/Authorized Representative of the Company		
8.	Undertaking on Proponent's Letter Head, duly signed and stamped by the Authorized Signatory (As per format – 4)		

I/we hereby declare that my/our EOI is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Authorised signatory)

Name: \_\_\_\_\_

Designation : \_\_\_\_\_

Seal : \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_

**FORMAT - 2 AUTHORIZATION LETTER**

(To be submitted on Agency's Letter Head)

To,  
Director (Finance)  
National Productivity Council  
5-6 Institutional Area, Lodhi Road  
New Delhi -110003  
Email: sunil.kumar@npcindia.gov.in  
Telephone number: 011-24607320/ 331

**Subject :** Letter for Authorized Signatory

Ref. No. \_\_\_\_\_

Dear Sir / Madam,

This has reference to your above mentioned Expression of Interest for Selection of Agency for Outsourcing of Finance & Accounts Activities.

Mr./Miss/Mrs. \_\_\_\_\_ is hereby authorized to submit the EOI & attend opening of the above EOI No. \_\_\_\_\_ on behalf of M/s \_\_\_\_\_ (Agency Name).

**The specimen signature is attested below:**

Name: \_\_\_\_\_

(Specimen Signature of Representative) \_\_\_\_\_

Signature of Authorizing Authority

Name of Authorizing Authority & Designation:

Company Seal:

**FORMAT - 3 UNDERAKING WITH REGARD TO BLACKLISTING**  
(To be submitted on Agency's Letter Head)

To,  
Director (Finance)  
National Productivity Council  
5-6 Institutional Area, Lodhi Road  
New Delhi -110003  
Email: sunil.kumar@npcindia.gov.in  
Telephone number: 011-24607320/ 331

**Subject :** Undertaking regarding Blacklisting / Non-Debarment

It is hereby confirmed and declared that M/s \_\_\_\_\_ is not blacklisted/debarred by any Government Department/Public Sector Undertaking/Private Sector/or any other agency for which works/assignments/services have been executed / undertaken.

(Signature of the Authorised signatory)

Name: \_\_\_\_\_

Designation : \_\_\_\_\_

Seal : \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_

**FORMAT – 4 UNDERAKING WITH REGARD to NON-LITIGATION**  
(To be submitted on Agency's Letter Head)

To,  
Director (Finance)  
National Productivity Council  
5-6 Institutional Area, Lodhi Road  
New Delhi -110003  
Email: sunil.kumar@npcindia.gov.in  
Telephone number: 011-24607320/ 331

**Subject :** Undertaking regarding Litigation

It is hereby confirmed and declared that M/s -----, does not have any litigation / arbitration history with any Government department/ Public Sector Undertaking/

Private Sector/ or any other agency for which works/assignments/services have been executed / undertaken.

(Signature of the Authorised signatory)

Name: \_\_\_\_\_

Designation : \_\_\_\_\_

Seal : \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_

## **APPENDIX:**

Other Management Reports e.g. These reports can be categorized as:

### **Accounting Reports**

- i. Trial Balance for a period - Accounting Head
- ii. Trial Balance for a period – Activity Revenue wise
- iii. Variance between Audit and PO CODE Statements
- iv. Consolidated Utilisation Certificate for the year ended on xx/xx/xxxx
- v. Consolidated Receipt and Payment Account for the year ended xx/xx/xxxx
- vi. Consolidated Income and Expenditure Account for the year ended xx/xx/xxxx
- vii. Bank Reconciliation Statement as on xx/xx/xxxx
- viii. Bank Account Numbers as on 01/04/xxxx
- ix. Bank Account Balance as on 01/04/xxxx
- x. Bank Account Balance as on 31/03/xxxx
- xi. Consolidated Financial Report as Schedule 1 - 16 (for balance Sheet)

### **List of To-Be Monthly Review Reports**

- i. All RD's Expenditure Performance
- ii. All Group's Expenditure Performance
- iii. All RD's Revenue Realized Performance
- iv. All Group's Revenue Realized Performance
- v. Top Five RD's with % Revenue Performance
- vi. Lowest Five RD's with % expenditure
- vii. Top Five Group's with % Revenue Performance
- viii. Lowest Five Group's with % expenditure
- ix. All Projects with Physical & Financial progress
- x. Consultants Monthly utilization Report
- xi. All Proposal Submitted & Proposals realized
- xii. All training programs with Physical & Financial progress