THROUGH HUMANITY TO PEACE

Indian Red Cross Society

(CONSTITUTED UNDER ACT XV OF 1920)

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Engagement of Chartered Accountancy Firm empaneled with C&AG

Indian Red Cross Society (IRCS) re-invites sealed tender from CAG empaneled Chartered Accountancy firm for full time Chartered Accountant for five days a week having Head Quarter in Delhi or NCR cities (Ghaziabad, Faridabad, Noida and Gurugram only) for ensuring statutory compliance, financial prudence, and adherence to accounting standards on long-term basis. The tenders are invited in two Bid system (Technical bid & Financial Bid) and they are to be submitted in a sealed cover containing the two different envelops of Technical Bid and Financial Bid. The terms and conditions and scope of work is given in Annexure. The completed applications should reach HR Manager, IRCS, NHQ, 1-Red Cross Road, New Delhi-110001 by 13th November, 2026.

A.N. Narayanan

(A.N.Narayanan)
Officer on Special Duty

Annexure

TERMS & CONDITIONS / ELIGIBILITY / SCOPE OF WORK

1. Purpose of the Position

Services of a CAG empaneled Chartered Accountancy firm for ensuring statutory compliance, financial prudence, and adherence to accounting standards. They will manage statutory filings, coordinate with tax and government authorities, address compliance matters, and provide professional CA-level services to safeguard the financial interests of the organization.

2. Key Responsibilities

Statutory and Regulatory Compliance

- Ensure compliance with the Income Tax Act, Companies Act, Societies Registration Act. FCRA Act, CSR rules, GST, and other applicable laws/regulations
- Prepare, review, and file statutory returns, including but not limited to:
- Income Tax Return (ITR)
- Tax Deducted at Source (TDS) returns
- Goods and Services Tax (GST) returns
- FCRA returns and compliance
- Professional Tax, EPF/ESI compliance, and other labour-related filings where applicable.
- File necessary applications, forms, and declarations with tax authorities and regulators.
- Draft and file appeals against tax notices, demands, or penalties, and liaise with authorities to resolve disputes.
- Represent the organization before tax authorities government bodies, and auditors when required.
- Monitor updates in relevant taxation and financial legislation and ensure timely implementation.
- Act as a technical advisor to management in the hierarchy on accounting standards, compliance requirements, and regulatory aspects.

3. Qualifications & Experience of the firm

- The Chartered Accountant firms should be empanelled with C&AG and registered with the Institute of Chartered Accountants of India(ICAI) for last three years..
- Minimum 5 years of experience in finance, accounting, compliance, and taxation, preferably with Autonomous Body, NGOs trusts, or large non-profit organizations of a firm.
- Firm should be registered with Income Tax and Goods and Service Tax (GST).
- Strong knowledge of Income Tax, GST, FCRA, CSR provisions, and not-for-profit sector financial regulations.
- Firm should have more than 10 years of existence as practicing firm in the work of preparation of Annual/Final Accounts in double entry system & at least one partner should be FCA.
- Average Annual Turnover of Firm shall be more than Rs. 40 Lakhs (Forty Lakhs) in immediately preceding three financial years i.e. 2023-24, 2024-25, 2025-26 supported by Audited Annual Financial Statements.
- Proven experience in handling tax assessments, appeals, and statutory audits.
- Excellent communication, analytical, and advisory skills.
- The firm should not have been blacklisted by any institution/ organisation and government undertaking. A notarized self- declaration on duly stamp paper should be attached.
- Documentary proof (including ICAI Certificate, C&AG Certificate, Audited Financial Statements, and Self Declaration) shall be submitted by the firm for each condition as mentioned above.

4. Preparation of the Bid: Bid should be submitted in separate envelopes as described below:-

a) the Technical Bid (Envelope -I earmarked "Technical Bid")

The Technical Bid shall not include any information related to Financial bid and any Technical Bids containing information related to financial bid shall be summarily rejected. The CA Firm shall submit technical bid as per the format of the Technical Bid given in this tender document.

b) the Financial Bid (Envelope-II earmarked "Financial Bid").

All information provided in C.A. firm's "Financial Bid" will be treated as confidential. The Financial Bid is to be submitted in the requisite Form enclosed. No proposed schedule of payment should be included in CA firm's Financial Bid.

5. Evaluation of Technical Bids:

The eligibility criteria will be first evaluated as defined in Tender Document for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the basic eligibility criteria. Each technically successful bidder will qualify for financial evaluation.

6. Financial Evaluation:

Financial bids of technically qualified bidder shall be opened publically and read out; and the L-1 ranked bidder will be invited for signing of the Agreement.

Technical Evaluation Criteria- Deputed CA should comply this criteria.

Sl. No.	Criteria	Break up of Marks	Maximum Marks
1.	Presentation by Bidders		20
2.	Minimum five years of experience dealing in Income Tax cases against the various demands raised by the Income Tax Department in Delhi		20
3.	Number of years of experience dealing in Goods and Service Taxes (GST) cases against the various demands raised by the GST Dept. in Delhi.		15
4.	Number of years of experience dealing in Foreign Contribution Regulation Act (FCRA) cases.		25
5.	Number of years of experience dealing in Central Government Rules/ Regulations i.e. GFR/Service matters etc.		20

- Marks for items at sl. No. 1 to 5 above will be on Percentile basis from the minimum to maximum quote furnished by each firm.
- Those firms who score 60% or above will be qualifying for opening the Financial Bids.

Weightage of Technical & Financial Bids

The weightage for both will be 70% for Technical and 30% for Financial bids under QCBS system and final bidder will be accordingly selected.

7. Duration of Appointment

- The appointment will be for an initial period of two years
- Based on performance, the contract may be extended on a yearly basis up to a maximum of five years.

8. The minimum amount for engagement of services of CA firm is Rs.50,000/- per month.

9. In case more than 1 L1 bidder, it will be open to the IRCS authority for negotiate in terms of experience and specialisation as may be decided by the Committee.

10. Appointed Chartered Accountant shall be responsible for all compliance in respect of Indian Red Cross Society and St. John Ambulance.

11. Appointed Chartered Accountant shall be reporting to the Director (F&A).

12. Interested firm should submit their application by speed post/by hand, in a sealed cover containing two different sealed covers (Technical Bid & Financial Bid separately) cover marked as "Application for the engagement of Chartered Accountancy Firm" to IRCS NHQ address at No. 1, Red Cross Road, New Delhi-110001.

13. The deadline for submitting applications is 13th November, 2026.

(A.N. Narayanan)
Officer on Special Duty

Name of Work: Chartered Accountancy firm for ensuring statutory compliance, financial prudence, and adherence to accounting standards. To manage statutory filings, coordinate with tax and government authorities, address compliance matters, and provide professional CA-level services to safeguard the financial interests of the organisation.

FORM TECH-1: TECHNICAL BID SUBMISSION FORM

[Location, Date]

To,

HR Manager,
Indian Red Cross Society (IRCS),
National Headquarters,
No.1 Red Cross Road,
New Delhi-110001.

Dear Sir/Madam,

We, the undersigned, offer to provide the services for **[Insert title of assignment]** in accordance with your Request for Bid dated **[Insert Date]**. We are hereby submitting our Bid, which includes, Technical Bid, and a Financial Bid sealed under a separate envelope.

We are submitting our Bid in individual capacity without entering in association with/as a Joint Venture. We hereby declare that all the information and statements made in this Bid are true and correct & we do accept that any misinterpretation contained in it may lead to our disqualification, summarily.

We undertake that we are not blacklisted by any Government, Semi Government, PSU or Autonomous bodies due to non-performance, corrupt or fraudulent practice or any other reason/Ground.

We undertake that the information and documents provided in the technical bid are true and have not been altered. If any information/documents are found false or altered, the employer may take suitable action against the consultant.

We understand that you are not bound to accept any Bid you receive and any decision to accept or reject bid by the Board, will be final & acceptable to me.

Yours sincerely,

Authorized Signature [In full]: _____

Name and Designation of Signatory: _____

Name & Address of Firm: _____

Seal of Firm: _____

FORM TECH-2A: CHARTERED ACCOUNTANT FIRM'S ORGANIZATION AND EXPERIENCE

FORM TECH-2A: Chartered Accountant Firm's Organization

Provide here a brief description of the background and organization of the CA Firm.

Particulars	**Details**
Name of the CA firm	
Address of Head office of CA firm in Delhi, NCR (Ghaziabad, Faridabad, Noida and Gurugram only)	
Address of Branch Office(s)	
Year of Establishment and No. of Years	
Contact Details (Including Phone no. and E-mail)	**Land line Phone No.:** **Mobile No.:** **Email:**
PAN No. of Firm	
C&AG Empanelment No.	
ICAI Registration No.	
GST Registration No.	
Turnover of the Firm for Last three years (2023-24, 2024-25 & 2025-26) as per Audited Financial statements	**2023-24:** **2024-25:** **2025-26:** **Average Turnover:**
No. of total Partners in firm	
No. of FCA Partners in the firm	
No. of Full time CA employees in the firm	
Name of similar assignments (minimum 5) handled in Urban Local Bodies/PSUs/State Govt./Central Govt. Total number of such Assignments undertaken by firm so far. The complete details of each assignment should be given in FORM TECH-2B	
Any award received by the Firm.	

*** Supporting documents/ certificates should be attached for relevant detail**

FORM TECH-2B: CHARTERED ACCOUNTANT FIRM'S EXPERIENCE

[The following information should be provided in the format below for each reference assignment handled by CA Firm].

1	Assignment name:	
2	Name of Client:	
3	Address:	
4	Duration of assignment (months):	
5	Actual duration of completion of work (Months)	
6	Start date (month/year): Completion date (month/year):	
7	Value of the contract (in Rs):	
8	Actual Amount received from Client for the work (in Rs.)	
9	No. of Total CAs (Partner & Employee both) handled the assignment	
10	*Description of actual services/works provided in the assignment:**	

*** (Copy of work order and completion certificate both from Employer should be furnished)**

Firm's Name: _____

Signature of Authorized Representative: _____

Seal of Firm: _____