



BHAVANAM FOUNDATION KERALA

(A GOVERNMENT OF KERALA UNDERTAKING)

CIN: U91990KL2014NPL035873

Registered Office: TC 13/287/1, Panachamootil, Mulavana Junction,
Kunnukuzhi, Vanchiyoor P.O, Thiruvananthapuram - 695035

Contact: 0471-2664432

Bhavanam Foundation Kerala is looking for experienced financial consultant to assist us on the following tentative assignments:

1. Advice on all the financial and company law matters and compliances.
2. Advice on all direct and indirect tax laws.
3. Advice on laws relating to FCRA, FEMA etc.
4. Advice on all other acts and laws wherever applicable.
5. Internal auditing for the year 2021-22 including branch audit of Apna Ghar Project – Palakkad and asset verification.
6. Filing of quarterly TDS returns.
7. Filing of annual income tax return.
8. Issue of audit report u/s. 12 of Income Tax Act.
9. Preparing project reports and notes, EoI, RFP, and carry out all other such financial consultancy work, if required.

In the above context, Expression of Interest (EoI) is sought from reputed chartered accountant firms satisfying the below eligibility criteria:

Eligibility Criteria:

The firm shall

1. Be empaneled with C&AG of India for undertaking audit of PSUs
2. Have its office in Thiruvananthapuram
3. Have a continuous standing of minimum 5 years
4. Have a minimum of two full time partners exclusively associated with the firm
5. Have experience in handling consultancy assignment in Government / Public Sector

Note: Previous experience of handling assignment of similar nature in Government / Public Sector will be given preference.

Interested consultants who meet the prescribed eligibility criteria may submit their Expression of Interest in two cover system.

I. Technical Bid

1. Profile of the firm
2. Membership certificate
3. Firm Constitution Certificate/Registration Certificate
4. Client testimonial
5. Details of experience in Government / Public Sector

II. Financial Bid

The format in which the financial bid (excluding taxes) to be submitted is attached as Annexure I which is to be filled in and signed.

Others

The Technical Bid and the Financial Bid should be submitted in separate covers and be prefixed with "Technical Bid" and "Financial Bid". Both the Covers should be put in a single cover with the Caption "EoI for Financial Consultant"

The selection will be done by BFK through EoIs. The decision of the Bhavanam Foundation Kerala in this regard will be final.

The above should be reached before 5 PM Hrs. on 27th January 2022 at the following address.

Dr. G.L. Muraleedharan,
Chief Operating Officer,
Bhavanam Foundation Kerala,
T.C.13/287/1, "Panachamootil",
Mulavana Junction, Kunnukuzhi,
Vanchiyoor P O, Thiruvananthapuram – 695035.



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Annexure I

Financial Bid for Financial Consultant

SI No	Services	Amount in Rs. (excluding taxes)
1.	Monthly retainer fee (monthly amount)	
2.	Internal audit fee	
3.	Filing of quarterly TDS returns (quarterly amount)	
4.	Preparation and filing charges of audit report u/s. 12 of the income tax act	
5.	Charges for filing of Income Tax Return	
6.	Any other fees	
	TOTAL	

*All fees payable to Government will be paid additionally by BFK.

Date:

Signature

Place:

Name of the Proprietor / Partner

Seal of the Firm