

**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – FIRMS SELECTION)**

NSDC Division: Finance & Accounts

Assignment Title: Hiring of Agency for Book keeping and accounting Support under PMKVY & PMKK schemes of MSDE, GOI, implemented by NSDC.

Reference No.: EOI/FIN/2017/0006

1. National Skill Development Corporation (NSDC) is a one of its kind, Public Private Partnership in India. It aims to promote skill development by catalyzing creation of large, quality, vocational institutions. It provides funding to build scalable vocational training initiatives. Its mandate is also to enable support systems such as quality assurance, information systems and train the trainer academies either directly or through partnerships
2. NSDC seeks to hire an agency to provide dedicated Finance & Accounts team within NSDC to oversee the accounting & book keeping of the PMKVY and PMKK schemes on an overall basis. please refer to Draft ToR for more details.
3. Objectives of the assignment: The objective of the accounting & book keeping Support Consultant Agency is to provide support for discharging the responsibilities related to the day-to-day financial accounting related activities pertaining to PMKVY & PMKK schemes. The base information is captured in Skill Development Management System under <http://www.smartnsdc.org>
4. The services of the Consultant would be initially required for a period of one year and may be extended for a further period depending upon performance and requirement of the project. The draft Terms of Reference is enclosed as Annexure -1.
5. National Skill Development Corporation now invites eligible firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The short-listing criteria are:
 - i. The firm should be Company or a Partnership firm; must be a Registered legal entity in India;in existence from last at least 5 years and Registered with the Service Tax Authorities;
 - ii. The firm should have an average annual turnover of at least INR Four Crore in the last three financial years. (2013-14; 2014-2015; 2015-16).
 - iii. The firm should have at least 50 resources working in the organization.
 - iv. The firm should have their offices in Delhi, NCR and have atleast 3 ongoing contracts of

similar activity (Accounting) in the region either with private, public sector. Handling accounting of entities running central or state Govt. scheme is desirable.

- v. The firm should have experienced and competent Professionals; willing to work closely with government departments to undertake financial and accounting activities on concurrent basis as per the requirement of the ToR.
- vi. The Firm should not have been blacklisted by Government of India, any State Government in India or by any multilateral agency.

List of documents to be submitted along with EoI are:

- i. Document (s) to demonstrate that the firm is in the business for the last 5 years (registrations/licenses etc.)
 - ii. Details of Work Experience and Similar Assignments undertaken to support the short-listing criteria accompanied by completion or acceptance certificate(s);
 - iii. Self- certified details/brief profiles of available personnel with domain expertise and experience;
 - iv. Certificate from the statutory auditors/ Chartered Accountant certifying the turnover from consultancy business during the last three (03) financial years.
6. The selection will be based on Quality and Cost Based Selection (QCBS) Selection as per approved NSDC Procurement Guidelines.
7. Further information can be obtained by sending enquiries to procurement@nsdcindia.org
8. Expressions of interest must be delivered as one hard copy and electronic/soft copy either in USB drive or CD to the address below through registered post/speed post/ courier/ by Hand by 15th May 2017 **till 1700 hrs.**

Manish Kumar,
CEO & MD

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Draft Terms of Reference (ToR) for selection of Consultant for Book keeping and accounting Support under PMKVY & PMKK schemes of MSDE, GOI, implemented by NSDC.

1. Introduction:

National Skill Development Corporation (NSDC) was incorporated on 31st July, 2008 as a Company limited by shares not for profit under section 25 (Corresponding to Sec 8 of Companies Act 2013) of the Companies Act 1956. The Company was converted into a private limited company with effect from June 8, 2011. Government of India (GOI) has established a public charitable trust National Skill Development Fund (NSDF) to attract contributions from various Government sources, and other donors/ contributors to enhance, stimulate and develop skills by various sector specific programs. The Company manage the funds transferred by the Trust to achieve its objectives of Skill Development and Vocational Training as set out in the Agreement. NSDC is the implementation agency for key Government of India Scheme schemes like Pradhan Mantri Kaushal Vikas Yojna (PMKVY) and Pradhan Mantri Kaushal Kendra(PMKK).

Pradhan Mantri Kaushal Vikas Yojna (PMKVY)

The Union cabinet had approved India's largest Skill Certification Scheme- PMKVY on 20th March, 2015. The Scheme was subsequently launched on 15th July, 2015. PMKVY is being implemented by NSDC under the guidance of the Ministry of Skill Development and Entrepreneurship (MSDE). The Scheme aims to skill India on a large scale with speed and high standards. Owing to its successful first year of implementation, the Union Cabinet has approved the scheme for another four years (2016-2020) to impart skilling to 10 million youth of the country. (For details refer PMKVY Guidelines) website address : <http://pmkvyofficial.org>

Pradhan Mantri Kaushal Kendra(PMKK).

MSDE intends to establish visible and aspirational model training centers in every district of the country. The model training centers envisage to:

- Create benchmark institutions that demonstrate aspirational value for competency based skill development training
- Focus on elements of quality, sustainability and connect with stakeholders in skill delivery process
- Transform from a mandate driven footloose model to a sustainable institutional model.

These training centers will be state of the art Training Centers, called Pradhan Mantri Kaushal Kendra(PMKK). These centers will be exclusive iconic and will be marketed as the best in class skill development centers. They will run industry driven courses of high quality with a focus on employability. NSDC is the implementation agency for the project. (For details refer PMKK Guidelines) Website address: <http://www.nsdcindia.org/pradhan-mantri-kaushal-kendra>

Centre Accreditation & Validation

Centre Accreditation is a quality assurance process, under which required parameters of Training Partners (TPs) and Training Centers (TCs) are evaluated. It is of key importance that trainees are provided quality training, thereby creating the requirement to have a well-defined validation process of

the TCs. The process involves a combined mechanism of self-evaluation by the TCs and an external evaluation by a third-party inspection agency.

2. Background:

NSDC has been designated by the MSDE, GOI to anchor and implement the PMKVY & PMKK Schemes. NSDC has initiated the scheme activities in the financial year 2016-17. A dedicated team headed by a full time Chief Program Officer has been established within the Company supported by full-time team of senior level professionals and thematic experts. A dedicated Finance & Accounts team within NSDC oversees the accounting & book keeping of the schemes on an overall basis.

The objective of the accounting & book keeping Support Consultant is to provide support for discharging the responsibilities related to the day-to-day financial accounting related activities pertaining to PMKVY & PMKK schemes. The base information is captured in Skill Development Management System under SMART Portal.

3.Scope of Work:

The scope of work will include support to NSDC Finance & Accounts team in the following activities:

3.1 Centre Accreditation & Affiliation

- a) Maintenance of Training Partner (TP)/ Training Centre (TC) wise accounts for all fees received on account of different revenue heads. Exhaustive list of revenue heads:
 - TP, TC Registration Fees
 - Job-role Accreditation Fees
 - continuous monitoring fees
- b) Reconciliation Debtors, Channel Partner Account, Bank independently and collectively
- c) Mapping and reconciliation of refunds.
- d) Reconciliation of assessment agency payouts visa vs amount received from TP/TC
- e) Bank reconciliation
- f) Management reporting
- g) Facilitate auditing

3.2 PMKVY

- a) Maintenance of TP, TC wise accounts in terms of following PMKVY payouts
 - Short term training (STT) payment.
 - Recognition of prior learning (RPL)
 - Special Project
 - Trainee Hand book Payout
 - Training Kit
 - Trainee payout etc.
- b) Reconciliation of TP, TC ledger in terms of tranche wise payment, recovery and TDS etc.
- c) Periodic recovery statement
- d) Preparation of TDS return

- e) Bank reconciliation
- f) Quarterly party ledger confirmation
- g) Accounting & reconciliation of Validation & Assessment payouts
- h) Management reporting
- i) Facilitate auditing

3.3 PMKK

- a) Maintenance of tranche wise disbursement records of all PMKK centre.
- b) PMKK wise Loan accounting
- c) Calculation of Interest and principal and manage the collection process.
- d) Maintenance and record keeping of PMKK security.
- e) Reconciliation of TP, TC ledger in terms of PMKK wise and tranche wise payment, recovery and TDS etc.
- f) Periodic recovery and outstanding statement
- g) Reconciliation of TDS recoverable and 26 AS
- h) Quarterly balance confirmation from the PMKK lender
- i) Bank reconciliation
- j) Management reporting
- k) Facilitate auditing

4. Schedule for completion of tasks

<u>Work assigned</u>	<u>Frequency / Period</u>
Maintenance of accounts as per agreed scope	On-going basis
Reconciliation of TP, TC ledger/TDS	On-going basis
Preparation of monthly Bank reconciliation statements;	Monthly
Facilitate consolidation of the financial information into the computerized accounting system.	Monthly
Analysis of the variances from agreed budgets.	Monthly
Preparation of monthly financial reports	Monthly
Assisting in submission of Financial Reports to MSDE, NSDC, others.	As per requirement
Ensure proper maintenance of supporting documents, registers and records.	On an on-going basis
Review and provide suggestions on improvement of accounting & book keeping and other internal financial controls	On periodic basis
Support audit work. Ensure timely compliance of the audit and assist in ensuring that appropriate and timely follow up action is taken to address the issues identified in audit.	On an on-going basis
Ensuring adequate internal control and compliance with audit procedures & scheme guidelines.	On an on-going basis
Any other matters as required to be fulfilled within the broad scope of work related to Finance & Accounting systems and procedures	As per requirement

5. Period of assignment:

The services of the Consultant would be initially required for a period of one year and may be extended for a further period depending upon performance and requirement of the project.

6. Data, services and facilities provided by NSDC

All data will be provided as per the needs and requirement by NSDC. Proposed assignment involves both onsite and offsite resource engagement, wherever required. NSDC will be providing work space, and required working facility.

7. Key Human Resource Requirement with profile

Following is the indicative human resource requirement for the project,

<u>Sl. No</u>	<u>Positions required.</u>	<u>Expertise Required</u>	<u>Minimum Qualification & Experience</u>	<u>Major Job Responsibility</u>	<u>Time Effort Requirement</u>
1	Team Leader (01) (Key Expert)	Accounting Finance, Taxation,	Chartered accountant/CMA having 10 years of experience in relevant field. Specific experience book keeping and accounting in large projects with proven track record in anchoring / conducting financial management and support consultancy. <ul style="list-style-type: none">• Knowledge of multi accounting packages..	Guide, support and monitor the team in the day-to day activities on a regular basis. Regular interaction with NSDC HOD Finance. Review the performance of the team bi-monthly. Would be the SPOC for NSDC.	Full Time basis
2	Team Supervisors (02) (Key Expert)	Accounting , Finance, Taxation,	<ul style="list-style-type: none">• Chartered Accountant/ CMA having 5 years of experience in relevant field. Specific experience book keeping and accounting in large projects• Knowledge of multi accounting packages.• S/he has to attend the office regularly.	would be responsible for day to day accounting and team management, both the supervisor would be the 1 st level control point for the activity	Full Time basis
3	Team Member (06)	Accounting	<ul style="list-style-type: none">• B.Com/CA, ICWA (Inter) having minimum 3 years experience in finance and sound accounting & system knowledge	Day to day accounting and Support the Team Supervisor on agreed scheme deliverables	Full Time basis

<u>Sl. No</u>	<u>Positions required.</u>	<u>Expertise Required</u>	<u>Minimum Qualification & Experience</u>	<u>Major Job Responsibility</u>	<u>Time Effort Requirement</u>
4	Coordinator (01)	Documentation	<ul style="list-style-type: none"> Graduate with prior experience of filling and documentation 	Responsible for all documentation	Full Time basis

Note-

- CVs of only Key experts will be evaluated at the technical proposal stage. In this case Team Leader and Team Supervisor.**
- In case of requirement of additional manpower, same will be mutually agreed based on the position and agreed rate as per above mentioned manpower rate.**

8. Term of Payments

Payment to the agency will be made on monthly basis upon submission of invoice on the basis of actual manpower provided.

9. Reporting Arrangments:

The Agency will report to the CFO of NSDC and will work closely with the Finance Head & his/her team. .

10. Review

The performance and deliverables of the agency will be reviewed as per the TOR and scope of work by NSDC on continuous basis.