

**F. No. 13(19)/2013-14/NCW/(R& SC)
NATIONAL COMMISSION FOR WOMEN
4, DDU MARG, NEW DELHI.**

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Dated: 26/06/2014

Tender Notice

Subject: - Tender for outsourcing of CA firm for clearance of Current liabilities & Provisions of NGOs and Current Advances given to NGOs.

The National Commission for Women (NCW) was set up in 1992 as a statutory apex national level body under the National Commission for Women Act, 1990. Under Section 10(i) of the Act, the Commission participates and advises on the planning process of socio-economic development of women and in the process of accomplishing this mandate, NCW provides financial assistance to NGOs for organizing Seminars/ Conferences, Legal Awareness Programmes, PMLAs and Research & Study etc. through a system of payments in instalments given below and first installment is released subject to fulfillment of formalities laid down by the Commission:-

| S.No | Programmes | Installment | |
|------|------------------------------------|-------------------------|------|
| 1 | Seminars/ Workshops/ Conference | 1 st | 70% |
| | | 2 nd & Final | 30 % |
| 2 | Legal Awareness Programme (LAP) | 1 st | 50% |
| | | 2 nd & Final | 50% |
| 3. | Parivarik Mahila Lok Adalat (PMLA) | 1 st | 50% |
| | | 2 nd & Final | 50% |
| 4. | Research Studies | 1 st | 40% |
| | | 2 nd | 40% |
| | | 3 rd & Final | 20% |

The final payment is released to the NGOs after submission of utilization certificate signed by Chartered Accountant, Audited Accounts of the expenditure along with original bill/ vouchers of expenditures and the report of the programme by the concerned organization

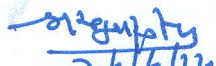
However, it had been found that several cases of financial assistance to organizations had been pending due to non-settlement of the accounts due to receipt of incomplete documents or due to non-receipt of document resulting in a significant number of utilization certificates pending for final settlement.

Contd....2/-

In order to examine and address the outstanding amount of such fundings, it has been decided to engage a CA firm on the following TORs:-

1. The Firm will prepare the list of NGOs (year wise) who have not submitted the Accounts since 2006-07.
2. Draft letters for all NGOs for the purpose of submission of Accounts along with vouchers as per provision of Sanction order, follow up and recommend settlement of Accounts if all documents are complete.
3. Examine each file as per the record, if case is unsettled and if settlements of accounts are required in such cases.
4. Process files of NGOs, whose Accounts and other documents have been received in the Commission.
5. Recommend and process inputs for legal action against the NGOs who did not submit the Accounts within stipulated period.
6. Examine and process the bills/vouchers for the purpose of settlement of accounts and recommend closure of such cases whose accounts have been settled.
7. To process the cases for write off of liabilities and provisions in respect of those NGOs who have not submitted documents for release of second or third instalments.

Interested CA Firms are requested to quote their competitive rates latest by 3 PM on 7th July, 2014 and send their quotation to Under Secretary, National Commission for Women, 4, Deen Dayal Upadhaya Marg, New Delhi. -110002.


(S. K Gupta)
Under Secretary
Tele No: 23238502