



REQUEST FOR PROPOSALS (RFP)

‘HIRING A CHARTERED ACCOUNTANT FIRM TO CONDUCT GRANT AUDIT AND ISSUE UTILIZATION CERTIFICATE’

DATE OF SOLICITATION: 24th August 2026

RFP No. PCI/RFP/2026-27/012

About Project Concern International India (PCI India)

PCI India has been working in India since 1998. We drive interventions to transform the lives of communities at scale by solving complex social issues – partnering with governments, private sectors, and development organizations. Our decades of deep community connection has equipped us to discover the root causes of social and developmental challenges faced by the communities, including the marginalized ones. Through our evidence-based programming and sophisticated measurements, we design solutions that are efficacious and scalable. We are recognized for providing high-quality technical assistance to both national and state governments. We are supported by a multidisciplinary, passionate, and competent team committed to translating our dreams into realities.

The following table brings out the dates for the main events of the bidding process for this RFP. The Bidder should note that PCI reserves the right to change these dates without assigning any reason at any stage of the bidding process.

Important information and dates

Information	Details
Name of the Assignment	“HIRING A CHARTERED ACCOUNTANT FIRM TO CONDUCT GRANT AUDIT AND ISSUE UTILIZATION CERTIFICATE”
Date of Publishing RFP	24 th August 2026
Seek Clarifications/Queries if Any	27 th August 2026
Reply to Queries	31 st August 2026
Last Date for Submission of bids	03 rd September 2026
Proposals to be submitted at	procdelhi@pciglobal.in
Receipt of Proposals	Technical and Financial proposals should be submitted as separate attachments and to be submitted in a single email.

All queries from the bidders relating to this RFP must be submitted in writing to the email ID mentioned in the table above. Please do mention the RFP Number in the subject line. Any query received after the due date shall not be entertained. The queries can be submitted in the following format, or you may also use your own template to raise your queries.

BIDDER'S REQUEST FOR CLARIFICATION			
Name of Organization submitting request		Name & position of the person submitting the request	Complete address of the organization, phone & email of the contact person
			Address:
			Tel:
			E-mail:
Sr.	Bidding document reference(s) (section number/page)	Content of RFP requiring clarification	Points of clarification
1.			
2.			

All queries should be sent through email only to the e-mail ID mentioned above. The procurement Team at PCI shall try to provide a complete, accurate, and timely response to queries from all the bidders. All responses given by the team will be distributed to all the bidders through email.

Please note that issuance of this RFP does not constitute an award/commitment on the part of PCI, nor does it commit PCI to pay for costs incurred in the preparation and submission of an application. In addition, the final award cannot be made until funds have been fully appropriated, allocated, and committed by PCI's donors. While it is anticipated that these procedures will be successfully completed, potential applicants/bidders are hereby notified of these requirements and conditions for the award. Applications are submitted at the risk of the applicant/bidder; should circumstances prevent the award of a contract, all preparation and submission costs are at the applicant's expense.

Yours faithfully,

Procurement Team

PCI India

Table of Content	
SECTION	Page no
RFP INSTRUCTIONS	4
APPLICATION EVALUATION CRITERIA	6
APPENDIX A: TERMS OF REFERENCE (ToR)	7
APPENDIX B: TECHNICAL PROPOSAL TEMPLATE	11
APPENDIX C: FINANCIAL PROPOSAL TEMPLATE	12
APPENDIX D: DECLARATION REGARDING BLACKLISTING/ DEBARRING	13

RFP INSTRUCTIONS

1. INTERPRETATION OF THE CLAUSES IN THE PROPOSAL DOCUMENT / CONTRACT DOCUMENT

In case of any ambiguity in the interpretation of any of the clauses in the Proposal Document or the Contract Document, the interpretation of PCI shall be final and binding on all parties.

2. LANGUAGE OF PROPOSAL

The proposal and documents shall be in English, and it should include applicant organization name, date, RFP number, and page number as a header or footer throughout the document.

3. SUPPLEMENTARY INFORMATION / CORRIGENDUM / AMENDMENT TO THE RFP

- a. If PCI deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of the provisions of this RFP, it may issue supplements/corrigendum to this RFP.

Any such supplement shall be deemed to be incorporated by reference to this RFP.

- b. At any time prior to the deadline (or as extended by PCI) for submission of bids, PCI, for any reason, whether at its own initiative or in response to clarifications requested by prospective bidders may modify the RFP document by issuing amendment(s). All bidders will be notified of such amendment(s), and these will be binding on all the bidders.
- c. To allow bidders a reasonable time to take the amendment(s) into account in preparing their bids, PCI, at its discretion, may extend the deadline for the submission of bids.

4. DECISION TAKEN

- a. The decision taken by PCI in the process of Proposal evaluation will be final and binding on all the bidders. The finalization of the Proposals will be done by a committee constituted by PCI for this purpose.

5. AWARD OF WORK

PCI reserves the right to shortlist deserving individuals and agencies and invite further discussion to ensure quality and cost-based selection. PCI holds the right to award the contract to several bidders based on assessed capacity, innovation idea suggested, and other quality/ cost factors instead of a single contract holder. Hence individuals and agencies are expected to respond to the RFP only if they agree to work in a multi-contract holder environment, fulfil the scope of work suggested, and meet the requirements as detailed.

6. TAXES AND DUTIES

The rates quoted shall be in Indian Rupees and shall be inclusive of all taxes, duties, and levies as applicable up to the completion of the job. Any increase in the rates will not be allowed. Base cost and rate of taxes charged should be clearly mentioned.

7. BINDING CLAUSE

All decisions taken by the PCI Procurement Committee regarding the processing of the Proposals and award of the contract shall be final and binding on all concerned parties.

8. VALIDITY OF BIDS

The proposal/bid should be valid for a period of 90 days from the date of Proposal submission to

the PCI.

9. DISQUALIFICATION

The proposal is liable to be disqualified in the following cases or in case the bidder fails to meet the bidding requirements as indicated in this RFP:

- a. Proposal not submitted in accordance with the procedure and formats prescribed in this document or treated as a non-conforming proposal.
- b. During the validity of the proposal, or its extended period, if any, the bidder increases his quoted prices.
- c. The bidder qualifies the proposal with his own conditions.
- d. Proposal is received in incomplete form.
- e. Proposal is received after due date and time.
- f. Proposal is not accompanied by all the requisite documents.
- g. If the bidder provides a quotation only for a part of the project
- h. Information submitted in the technical proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly, or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period, if any
- i. **Commercial/financial proposal is included in the technical proposal**
- j. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process.
- k. In case any one bidder submits multiple proposals or if common interests are found in two or more bidders, the bidders are likely to be disqualified, unless additional proposals/bidders are withdrawn upon notice immediately.
- l. If the response to the pre-qualification criteria, technical proposal, and the entire documentation submitted along with that contain any information on price, pricing policy, pricing mechanism, or any information indicative of the commercial aspects of the bid.

10. PCI'S RIGHT TO TERMINATE THE RFP PROCESS

- a. PCI reserves the right to accept or reject any proposal, and to annul the RFP process and reject all proposals at any time prior to award of contract, without incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for PCI's action. PCI makes no commitment, expressed or implied that this process will result in a business transaction with anyone.
- b. This RFP does not constitute an offer by PCI. The bidder's participation in this process may result in PCI selecting the bidder to engage in further discussions and negotiations toward the execution of a contract. The commencement of such negotiations does not, however, signify a commitment by PCI to execute a contract or to continue negotiations. PCI may terminate negotiations at any time without assigning any reason.
- c. Failure on the part of the selected agency to execute the Contract within the defined period may, unless mutually agreed between the parties, result in an award of the same work to another agency at the risk and cost of the Agency.

****END OF RFP INSTRUCTIONS****

APPLICATION EVALUATION CRITERIA

A technical review committee comprising representatives from PCI will review and score applications based on the following criteria. The highest scoring applicants will be short-listed.

Proposals for this Assignment will be assessed in accordance with **Quality and Cost-based selection (QCBS)** system and will involve both technical and commercial evaluation with the following weightage:

Technical Evaluation	50%
Financial Evaluation	50%

Financial proposal of only those firms receiving minimum of 70% in technical evaluation will be opened and evaluated. The Financial proposals of those firms who don't qualify in technical evaluation will not be considered for further process.

S. No.	TECHNICAL EVALUATION CRITERIA	Max.
1	Firm Profile: A detailed description of the firm, including history, areas of specialization, and relevant certifications (e.g., proof of registration with ICAI).	10
2	Experience and Past Engagements: Documentation of previous audits or similar assignments in the development sector, including client testimonials/references. Minimum 5 years of experience in auditing development sector entities or donor-funded projects.	10
3	Team Composition: Profiles and CVs of the proposed team members, highlighting their relevant expertise and previous experience in grant audits.	10
4	Methodology and Work Plan: A clear and concise outline of the proposed audit approach, including timelines, audit procedures, and key milestones	10
5	Quality Assurance Measures: Details of the internal control processes and quality assurance mechanisms in place to ensure accuracy and compliance.	05
6	Legal and Regulatory Compliance: Copies of current registration certificates, licenses, and any court or disciplinary records (if applicable). Other Relevant Documents: Any additional documents that substantiate the firm's capability to successfully deliver the assignment.	05
Total		50
S. No.	FINANCIAL EVALUATION CRITERIA	Max.
1	○ Fee Structure ○ The cost-reasonableness and breakup of costs in the proposal. ○ Financial Stability of the Bidder ○ Favourable Payment terms	50

Considering the technical and financial scorings, the Contract will be awarded to the Selected Bidder with the Most Advantageous Proposal.

"APPENDIX-A"- TERMS OF REFERENCE

1. Background

Project Concern International (PCI) receives grants from various institutional/ foundation/ corporate donors to support its programmatic interventions. To meet compliance requirements and ensure transparency, PCI intends to engage a reputed Chartered Accountant firm to conduct the audit of a specific grant and issue a corresponding Utilisation Certificate (UC) in the format prescribed by the donor.

2. Objective

To appoint a Chartered Accountant firm for auditing grant expenditures for a defined period and certifying the utilisation of funds through an officially recognized Utilisation Certificate.

3. Scope of Work

The selected firm shall:

- Examine all financial records and supporting documents related to the grant.
- Verify that expenditures are in line with donor conditions and statutory norms.
- Highlight any variances, ineligible costs, or financial irregularities.
- Prepare and certify the Utilisation Certificate in the donor-specified format.
- Submit a detailed report outlining key observations and recommendations.

4. Eligibility Criteria

- Registered with the Institute of Chartered Accountants of India (ICAI).
- Minimum 5 years of experience in auditing development sector entities or donor-funded projects.
- Proficient in compliance areas such as FCRA, CSR, and donor reporting.
- Must not be blacklisted or under investigation by any authority.

5. Deliverables

- Audit Report (with annexures if applicable).
- Certified Utilisation Certificate as per prescribed format (preferably donor suggested).
- Management Letter (if any).

6. Timeline

The assignment should be completed within 3-4 working days from the date of award of the contract/ intimation through email for specific grant assignment.

7. Payment Terms

Payment will be released upon satisfactory submission of all deliverables and approval by PCI's Finance/Grants team.

8. Confidentiality

All information accessed during the course of the audit must be treated as strictly confidential and should not be shared externally without PCI's written consent.

ANNEXURE-A: TECHNICAL BID FOR RFP- "HIRING A CHARTERED ACCOUNTANT FIRM TO CONDUCT GRANT AUDIT AND ISSUE UTILIZATION CERTIFICATE"

- a. Name of the Firm/Agency, address and telephone no.
- b. Name (s) of the Proprietors / Directors
- c. Partnership Deed/Registration Certificate of the firm to be submitted)
- d. E-mail Address:
- e. Name of the Contact Person with designation Telephone/Mobile No.
- f. Permanent Account Number: (Copy to be submitted)
- g. GST No.: (Copy to be submitted)
- h Company Profile (To be attached)

I/We hereby declare that all above particulars are correct.

ANNEXURE-B: SAMPLE FORMAT OF UTILISATION CERTIFICATE**AUDITED FUND UTILIZATION CERTIFICATE**

To,

Date:-

Name of Donor

Address of donor

This is to certify that **xxxxxxxx (Name of NGO)** having its office at **xxxxxxxx (Office address)** received INR **xxxxxx (Amount of Grant Sanctioned) xxxx (Amount in words) in xxxxxxxx (Bank account no. _____, (Savings / Current) in bank name _____)** towards project "**xxxxxxxxxxxxxx**" (**Project Title**) from (Name of Donor) for the Financial Year 2023-2024.

Further, as per the information and explanation available, **xxxxxxxx (Name of NGO)**, has utilized a sum of **INR. Xxxxxx (Amount of Grant utilized) xxxx (Amount in words) Refer Annexure 1.**

Hence, xx% of the grant has been utilized upto **xxxxxx (dd/mm/yyyy)** against year **xxxx** budget.

For

(Name of Chartered Accountant)**(Firm Reg. No.)****(Stamp)****Name of Chartered Accountant****Designation****Membership. No.****UDIN:-****Place:-****Date:-**

Annexure 1

Name of Institution		PROJECT CONCERN INTERNATIONAL				
Name of Funder						
Project Title						
Reporting Period						
S.No.	Budgets Heads	Year-1 budget	Year-2 budget	Total Budget (INR)	Total Expenditure (INR)	Budget Balance (INR)
	Opening Balance					
A.	Mobilization and Screening					
B.	Training and Placement					
C.	Infrastructure					
D.	Project and Delivery Management Expenses					
E.	Innovation					
F.	Admin expenditure					
	Total (A+B+C+D+E+F)					
	Closing Balance					

(Name of Chartered Accountant)

(Firm Reg. No.)

(Stamp)

Name of Chartered Accountant

Designation

Membership. No.

UDIN:-

Other Terms :

The bidding is open to all qualified bidders who fully meet the following minimum qualifying requirements and provide satisfactory evidence in support, failing which their bid may be rejected:

1. The bidder must have PAN (Permanent Account Number) with the Sales/Service Tax departments and the registration documents/certificate for the same to be attached.
2. The rates quoted by the bidder shall remain fixed and valid for the entire one-year term of the Service Agreement, commencing from the effective date of the agreement.
3. Bidders should quote their unconditional rates strictly in the prescribed Performa in **Appendix C**.
4. The payment will be made within 30 days on receipt of invoice and submission of Utilization Certificate along with sign & seal and the payment will be made through a/c payee Cheque or NEFT.
5. TDS as applicable will be deducted as per IT rules.
6. PCI reserves the right to accept or reject any bid in full or part without assigning any reason thereof. The decision of the PCI in this regard shall be final and binding on the firm.
7. Please note that the cost of preparing a proposal and of negotiating a contract including visits to PCI or any other cost will not reimbursable, and this cost will be included in the assignment.
8. The quote must be all inclusive including GST and must include any other out of pocket expense (if any). Any out-of-pocket expense will not be reimbursed by PCI later on during the course of award other than what is mentioned in the quote.
9. Statutory fees, other government fee etc. if any, will be borne directly by selected agency and must be included in the quote.

****END OF APPENDIX A****

"APPENDIX-B"- TECHNICAL PROPOSAL TEMPLATE

I. ORGANIZATIONAL PROFILE

Organization

Name: Contact:

Title:

Address:

Telephone/Fax:

Email:

Website:

Incorporation/Registration Number:

1. Description of major projects implemented by your organization in the recent past (not more than three projects):

Project 1

Client Name	
Title:	(text here)
Goal/Objective:	(text here)
Location:	(text here)
Time Period:	(text here)
Funder:	(text here)
Amount:	(text here)

Project 2

Client Name	
Title:	(text here)
Goal/Objective:	(text here)
Location:	(text here)
Time Period:	(text here)
Funder:	(text here)
Amount:	(text here)

Project 3

Client Name	
Title:	(text here)
Goal/Objective:	(text here)
Location:	(text here)
Time Period:	(text here)
Funder:	(text here)
Amount:	(text here)

II. Technical Proposal should include documents related:

- Organizational Capability including Team Profile
- Clientele with their contact details
- Firm Registration Certificate
- Registration Details (PAN, GST)
- Other details as stated in **Annexure A:** (Refer Appendix A: Terms of Reference)

III. ADDITIONAL INFORMATION

As appropriate, provide any additional information that demonstrates your capacity to manage similar assignments.

(text here)

IV. AUTHORIZATION

Signature of authorized signatory

Printed Name

Title

Date

****END OF APPENDIX B****

"APPENDIX-C'- FINANCIAL PROPOSAL TEMPLATE

I. Costs:

Documents Required for Financial Proposal

Interested firms are requested to include the following documents as part of their financial proposal:

Fee Structure: A detailed breakdown of the proposed professional fees, including hourly rates (if applicable), fixed fees, and any additional expenses. This should clearly delineate the fee structure for assignments involving a Utilisation Certificate (UC) amount below one crore versus those above one crore.

Cost Breakdown: Comprehensive pricing for each component of the audit and certification process. Firms must provide separate cost breakdowns reflecting:

- UC below One Crore:** Detailed pricing considering the expected scope and complexity for audits of grant projects where the UC amount is below one crore.
- UC above One Crore:** Detailed pricing for audits where the UC amount exceeds one crore, taking into account the increased volume, complexity, and any additional review mechanisms required.

Payment Schedule: Specific milestones and payment conditions tied to the completion of key deliverables.

Additional Financial Terms: Any other relevant financial arrangements such as contingency costs for additional work, revisions, or unforeseen expenses.

II. FINANCIAL INFORMATION

Please share the last three year's audited turnover.

FY 2023 – 2024	_____
FY 2024 – 2025	_____
FY 2025 – 2026	_____

IV. AUTHORIZATION

Signature of authorized signatory

Printed Name

Title

Date

****END OF APPENDIX C****

"APPENDIX-D"- DECLARATION REGARDING BLACKLISTING/DEBARRING

I / We Proprietor/ Partner(s)/ Director(s) of M/S._____ hereby declare that the firm/company namely M/S_____ has not been blacklisted or debarred in the past by PCI or any other organization from taking part in bids.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/S._____ hereby declare that the firm/company namely M/S_____ was blacklisted or debarred by PCI or other organization from taking part in bids for a period of _____ years w.e.f. _____

The period is over on _____ and now the firm/company is entitled to take part in bids.

In case the above information found false I/We are fully aware that the proposal/ contract will be rejected/cancelled by PCI. In addition to the above PCI will not be responsible to pay the bills for any completed / partially completed work.

Signature :

Name:

Capacity in which as signed: Name

& address of the firm:

Seal of the firm/institution should be Affixed.

Date:

Signature of Bidder with seal.

****END OF APPENDIX D****