

## **Media and Entertainment Skills Council**

### **Request for Proposal (RFP) Chartered Accountant (CA) Services**

#### **To Whom It May Concern:**

#### **I. Introduction:**

Media and Entertainment Skills Council, hereinafter referred to as "MESC," invites qualified Chartered Accountant (CA) firms and professionals to submit proposals for comprehensive CA services.

#### **II. Scope of Work:**

The selected CA service provider will be responsible for the following scope of work:

##### **1. Financial Audit:**

- Conduct annual financial audits to ensure accuracy, transparency, and compliance with accounting standards.
- Provide an independent assessment of MESC's financial statements and reports.

##### **2. Taxation Services:**

- Prepare and file income tax returns, GST returns, and any other applicable tax returns on behalf of MESC.
- Provide guidance on tax planning and optimization strategies.
- Represent MESC in tax-related matters and audits, if necessary.

##### **3. Financial Reporting:**

- Prepare and present timely and accurate financial reports, including income statements, balance sheets, and cash flow statements.
- Assist in financial planning and forecasting.
- Ensure compliance with regulatory reporting requirements.

##### **4. Compliance Management:**



- Monitor and ensure compliance with accounting standards, tax laws, and regulatory requirements.
- Provide advisory services on changes in financial and accounting regulations.
- Keep MESC informed of potential compliance risks and opportunities.

**5. Financial Advisory:**

- Offer financial and strategic advice to support MESC's financial goals and objectives.
- Assist in investment decisions, budgeting, and financial performance analysis.
- Identify cost-saving opportunities and financial efficiencies.

**III. Proposal Submission:**

Interested CA firms and professionals are requested to submit their proposals electronically to [info@mescindia.org](mailto:info@mescindia.org) no later than 25-Sept-2023. Proposals should include the following:

1. A cover letter expressing your firm's or individual's interest in this engagement.
2. A detailed overview of your firm or individual background, including areas of CA expertise and relevant experience in providing CA services.
3. Examples of successful CA projects, client testimonials, or case studies.
4. A description of your approach to financial audit, taxation, financial reporting, compliance management, and financial advisory services.
5. A proposed fee structure, including retainer fees, project-based costs, and any additional charges.

**IV. Evaluation Criteria:**

Proposals will be evaluated based on the following criteria:

- Qualifications and experience of the CA firm or individual.
- Demonstrated understanding of MESC's CA requirements and financial standards.
- Past success stories and case studies related to CA services.
- Proposed CA service approach and responsiveness.
- Fee structure and overall cost-effectiveness.

**V. Confidentiality:**

All information provided in response to this RFP shall be treated as confidential and used solely for the purpose of evaluating proposals.

MESC appreciates your interest in collaborating with us and looks forward to receiving your proposal. If you have any questions or require clarification regarding this RFP, please do not hesitate to contact [info@mescindia.org](mailto:info@mescindia.org)

Sincerely,

Media and Entertainment Skills Council

Skills Council