

Media and Entertainment Skills Council

Request for Proposal (RFP) Accounting Services

To Whom It May Concern:

I. Introduction:

Media and Entertainment Skills Council, hereinafter referred to as "MESC," invites qualified accounting firms to submit proposals for comprehensive accounting services.

II. Scope of Work:

The selected accounting firm will be responsible for the following scope of work:

1. Financial Accounting:

- Maintain accurate and up-to-date financial records, including ledgers, journals, and accounts payable/receivable.
- Ensure compliance with accounting standards and regulations.

2. Monthly and Yearly Closures:

- Perform monthly and yearly closing activities.
- Prepare financial statements, including income statements, balance sheets, and cash flow statements.
- Ensure timely and accurate reporting.

3. Budgeting and Forecasting:

- Assist in the development of annual budgets and financial forecasts.
- Monitor budgetary performance and provide insights for financial planning.

4. Payroll Management:

- Process payroll accurately and in a timely manner.
- Handle tax withholding, deductions, and compliance with payroll laws.

- Prepare and distribute employee paychecks and statements.

5. Accounts Payable and Receivable:

- Manage accounts payable, including vendor payments and reconciliations.
- Oversee accounts receivable, invoicing, and collections.
- Maintain accurate records of financial transactions.

6. Taxation Services:

- Prepare and file income tax returns, GST returns, and any other applicable tax returns.
- Provide tax planning advice and strategies.
- Represent MESC in tax audits, if necessary.

III. Proposal Submission:

Interested accounting firms are requested to submit their proposals electronically to info@mescindia.org no later than 25-April-2024. Proposals should include the following:

1. A cover letter expressing your firm's interest in this engagement.
2. A detailed overview of your firm, including its history, areas of accounting expertise, and relevant experience in providing accounting services.
3. Examples of successful accounting projects, client testimonials, or case studies.
4. A description of your approach to financial accounting, monthly/yearly closures, budgeting, payroll management, accounts payable/receivable, and taxation 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 accounting firm.
- Demonstrated understanding of MESC's accounting requirements and financial standards.
- Past success stories and case studies related to accounting services.
- Proposed accounting 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

Sincerely,

Media and Entertainment Skills Council