Expression of Interest for Selection of Chartered Accountant Firm for Registration and Compliance Support for a Section 8 Company

EOI No. : HOKMB-TVM/896/2026-C1 (Devp)

Date of issue : 17.08.2026

Last date of submission : 24.08.2026

1. Invitation for Expression of Interest

[Name of Organisation / Authority] invites Expression of Interest from eligible and experienced Chartered Accountant firms for providing professional services in connection with the registration of a company under Section 8 of the Companies Act, 2013, including related statutory, tax, accounting, governance, and compliance support services for a minimum period of one year from the date of incorporation or appointment, as applicable.

2. Background and Objective

The organisation proposes to establish a not-for-profit company under Section 8 of the Companies Act, 2013 for undertaking activities aligned with its stated objectives. The selected CA firm shall support the organisation through the entire registration process and provide continued professional assistance for post-incorporation compliances, accounting, statutory filings, tax registrations, governance advisory, and related matters for at least one year.

3. Scope of Services

3.1 Registration of Section 8 Company

- Advising on the appropriate structure, objects, name availability, authorised capital requirements, governance framework, and documentation requirements for incorporation.
- Assisting in preparation and filing of name reservation application, incorporation forms, declarations, affidavits, Memorandum of Association, Articles of Association, estimated income and expenditure statements, and other prescribed documents.
- Coordinating with the Ministry of Corporate Affairs, Registrar of Companies, and other authorities for obtaining the Section 8 licence and Certificate of Incorporation.
- Assisting in obtaining Permanent Account Number, Tax Deduction and Collection Account Number, and other basic registrations issued as part of incorporation.

3.2 Post-Incorporation Statutory and Corporate Compliances

- Preparation and maintenance of statutory registers, records, minutes, resolutions, and compliance documents as required under applicable laws.
- Assistance in appointment of first auditor and filing of applicable forms, including auditor appointment filings.
- Support for conducting Board Meetings and Annual General Meeting, including preparation of notices, agenda, minutes, resolutions, and attendance records.
- Filing of applicable annual returns, financial statements, and other statutory forms with the Registrar of Companies.

- Monitoring and maintaining a compliance calendar for all statutory due dates for a minimum period of one year.

3.3 Accounting, Audit, and Tax Compliance Support

- Advising on appropriate accounting systems, chart of accounts, documentation standards, and internal financial control procedures.
- Preparation or review of books of accounts, financial statements, and supporting schedules.
- Providing statutory audit support and coordination with auditors, if required.
- Filing of income tax returns and advising on tax compliance obligations applicable to Section 8 companies.
- Advising and assisting in applications for tax exemptions or approvals such as 12A/12AB and 80G, wherever applicable.
- Advising on Goods and Services Tax registration and compliance, if applicable based on the nature of activities.

3.4 Extended Advisory and Compliance Services for One Year

- Providing ongoing advisory services on company law, accounting, taxation, grant reporting, donor compliance, CSR-related eligibility, and regulatory matters relevant to Section 8 companies.
- Assisting in preparation of utilisation certificates, financial reports, management reports, and compliance statements as may be required by funding agencies or authorities.
- Providing periodic compliance status reports to the organisation.
- Advising on event-based compliances such as change in directors, registered office, authorised signatories, objectives, or other corporate changes.
- Providing handholding support for a period of at least one year from incorporation or the date of award of assignment, whichever is later.

4. Eligibility Criteria

- The applicant shall be a Chartered Accountant firm registered with the Institute of Chartered Accountants of India.
- The firm should have at least five years of professional experience in company registration, statutory compliance, audit, taxation, and advisory services.
- The firm should have prior experience in incorporation and compliance support for Section 8 companies, trusts, societies, NGOs, not-for-profit entities, government bodies, public sector entities, or development sector organisations.
- The firm should have adequate professional staff and resources to undertake the assignment within prescribed timelines.
- The firm should not have been blacklisted, debarred, or restrained by any government authority, statutory body, regulatory authority, or court of law.

- The firm should have valid PAN, GST registration, and other applicable statutory registrations.

5. Documents to be Submitted

- Covering letter expressing interest in undertaking the assignment.
- Firm profile with year of establishment, constitution, partners, key professionals, and office details.
- Copy of ICAI firm registration certificate and details of partners or proprietors.
- Details of similar assignments completed during the last five years, preferably relating to Section 8 companies or not-for-profit entities.
- Approach and methodology for completing the assignment.
- Team composition and brief profiles of key personnel proposed for the assignment.
- Financial proposal indicating professional fee, applicable taxes, statutory filing charges, out-of-pocket expenses, and annual compliance support fee separately.
- Self-declaration regarding non-blacklisting and absence of conflict of interest.
- Copies of PAN, GST registration, and other statutory registrations.

6. Evaluation Criteria

Sl. No.	**Evaluation Parameter**	**Maximum Marks**
1	Experience of the firm in company registration, statutory compliance, audit, and taxation	20
2	Experience in Section 8 companies, NGOs, not-for-profit entities, government bodies, or development sector assignments	25
3	Qualification and experience of proposed team members	20
4	Approach, methodology, and understanding of assignment requirements	20
5	Financial proposal and value for money	15
Total		**100**

7. Duration of Assignment

The assignment shall cover the registration process of the Section 8 company and extended compliance support services for a minimum period of one year from the date of incorporation or date of issue of work order, as decided by the organisation. The engagement may be extended further based on requirement, satisfactory performance, and mutual agreement.

8. Payment Terms

The payment terms shall be finalised at the time of award of assignment. The financial proposal shall clearly indicate one-time professional fees for registration, statutory filing charges, reimbursement of actual government fees, annual compliance support charges, applicable taxes, and any other charges. Payment may be linked to milestones such as submission of incorporation documents, receipt of Section 8 licence, issuance of Certificate of Incorporation, completion of initial post-incorporation compliances, and periodic compliance support.

9. Submission of EOI

Interested CA firms may submit their Expression of Interest in a sealed envelope or through email, as specified by the organisation, superscribed as "EOI for Selection of CA Firm for Section 8 Company Registration and Compliance Support". The proposal shall be submitted on or before 24.08.2026 to the following address/email:

Contact Person: RESHMI R P
Designation: Civil Engineer
Address: 2nd Floor, Mulamoottil Building, Pippinmoodu, Sasthamangalam- 695010
Email: c1tvm.kmb@kerala.gov.in
Phone: 6282898640

10. General Terms and Conditions

- The organisation reserves the right to accept or reject any or all EOIs without assigning any reason.
- Submission of EOI does not confer any right on the applicant for award of assignment.
- The selected firm shall maintain confidentiality of all information shared during the assignment.
- The selected firm shall comply with all applicable laws, rules, regulations, professional standards, and ethical requirements.
- The organisation may seek clarifications, presentations, or additional documents from applicants during evaluation.
- The final scope, fee, timelines, and contractual terms shall be mutually agreed before issuance of work order or signing of agreement.

11. Disclaimer

This EOI is intended only for inviting proposals from eligible CA firms. The organisation may modify, supplement, or withdraw this EOI at any stage. The selected firm shall be responsible for ensuring that services are rendered in accordance with applicable provisions of the Companies Act, 2013, Income Tax Act, 1961, Goods and Services Tax laws, and other applicable statutory and regulatory requirements.

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Date: 17-08-2026
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