



RFP for Outsourced Finance and Accounting Services Firm
NATHEALTH – Healthcare Federation of India
January, 2023

Introduction:

NATHEALTH is a leading Federation of healthcare organizations in India. NATHEALTH has been created with the Vision to “Be the credible and unified voice in improving access and quality of healthcare”. Leading Healthcare Service Providers, Medical Technology Providers (Devices, Equipment & IT), Diagnostic Service Providers, Health Insurance companies, Health Education Institutions, Medical Journalism companies, Biotech/Lifesciences related companies, Healthcare Publishers, Healthcare Consultants, Home Healthcare companies, PE & VC companies and other stakeholders have come together to build NATHEALTH as a common platform to create the next level of momentum in Indian Healthcare. Further details maybe found at www.nathealthindia.org

NATHEALTH is looking for a competent external finance and accounting organization/ individual which will provide a set of well-defined services to guide the management to run the organization smoothly.

Prequalification criteria: The firm/individual should have been functional for atleast 5 years with a minimum 10 chartered accountants/relevant experience and have an operating branch in New Delhi, India. The firm should have a professional work ethics and the profile of the founder and deputed leader for this assignment will be a key consideration criteria. NATHEALTH will also value the client profile and experience of the firm/individual and will request atleast 2 references along with the application for consideration.

Key roles and responsibilities-

The firm will cover the following activities for NATHEALTH and its various programs

- Accounting and regular book keeping entry and regular reconciliation in tally/accounting software
- Monthly MIS and timely support executive reviews to guide decision making
- Support salary disbursement and vendor payment management
- Tax planning and cashflow management
- Service Tax management
- Application for PAN/TAN
- Calculation of GST and filling of GST return (MONTHLY)
- Quarterly TDS return and obligations
- Work with Secretariat to raise invoices and manage both payables and receivables
- Explore revenue generation opportunities and work with NATHEALTH Leadership team and Secretary General to take on strategic initiatives from time to time
- Support all internal and statutory audits and respond to queries for clarification from all authorities- internal and external
- Support digitization of routine work including booking of expense, reimbursements etc

The firm will depute a finance and accounting manager who will report to Secretary General on a day to day basis. The manager will conduct weekly reviews and set up a composite finance MIS on a fortnightly basis for review of NATHEALTH treasurer, leadership team and NATHEALTH Governing Council.

Application modalities:

1. Profile of organization/individual with atleast 2 client references
2. Profile of the team to be deputed for the scope of work above- initially for 12 months. This can be renewed with mutual consent.
3. Plan on how it will service NATHEALTH requirements as above
4. Monthly service fees
5. Application deadline January, 2023

For any questions on this RFP, please write to secretariat@nathealth.co.in / vrinda.chaturvedi@nathealth.co.in.
The final application can also be sent to the email as above.