

AGRICULTURAL AND PROCESSED FOOD PRODUCTS  
EXPORT DEVELOPMENT AUTHORITY (APEDA)  
(MINISTRY OF COMMERCE AND INDUSTRY, GOVT. OF INDIA)  
4<sup>th</sup> Floor, Unit No. 3 & 4 Banking Complex Bldg. No.II, Sector 19 / A, Vashi  
New Mumbai-400 705

Date: 18/03/2016

Applications are invited from qualified Chartered Accountant/Cost Accountant firms for engagement as internal auditors in Regional Office Mumbai for scrutinizing the claims/files on financial assistance schemes applications and for providing consultancy relating to financial and taxation matters. The firm should have at least 10 years experience.

Application should reach Regional Manager (Mumbai) at the above address on or before 07/04/2016 till 5 p.m.

However, in order to understand the scope of work, APEDA has scheduled a pre-offer meeting on 28/03/2016 at 3 p.m at the Regional Office Mumbai. Interested CA/CWA firms may also attend the pre-offer meeting.

Firms who had applied earlier but could not be selected may apply again.

The eligibility criteria, scope of work and other details are available at our website [www.apeda.gov.in](http://www.apeda.gov.in) under the icon "Announcement".

**TOR FOR ENGAGEMENT AS INTERNAL AUDITORS AT REGIONAL OFFICE  
MUMBAI**

**A) Eligibility for submission of Offers**

Firms having following minimum qualifications are only required to submit their offers within 15 days of the date of release of advertisement -----.

- i) The CA/CWA firm should have at least 10 years experience.
- ii) The turnover of the firm should not be less than Rs 20 lakhs per annum for last 2 years starting from 2014-15.
- iii) The firm should have at least 3 working partners in India.
- iv) The CA/CW firms who have already worked as Internal Auditors with APEDA and who was selected and was given the offer letter earlier are not eligible to apply.

**B) Scope of work**

**a) Objective: -**

To assist APEDA, herein referred as **FIRST PARTY**, in scrutinizing and advising on the applications for Transport Assistance Scheme received from the exporters on financial matters **for a period of two years.**

**b) Tasks to be carried out: -**

1. To process the Transport Assistance Scheme claims of the exporters of **FIRST PARTY** both on on-line system (computerized) and physical documents and recommend the payments as per the scheme guidelines which are available on APEDA's website [www.apeda.gov.in](http://www.apeda.gov.in) under the component of Financial Assistance Scheme.
2. The selected CA/ CWA firm, herein referred as **SECOND PARTY**, will depute at least one qualified CA/ CWA and such number of assistants as considered appropriate to process all shipping bills received during the month subject to a minimum of 5000 shipping bills per month on regular basis.
3. Currently, around 30,000 shipping bills are reported to be lying pending for processing in RO, Mumbai. To clear this backlog, CA/ CWA firm should depute such number of persons as considered appropriate. Charges for processing these shipping bills may be quoted on per shipping bill as these shall be paid on actual. **Backlog is to be cleared from the date of execution of agreement.**

4. Analysis and vetting of contracts from financial point of view.
5. To advise on accounting and financial matters, if any.
6. To ascertain the extent of compliance with established policies, plans and procedures.
7. To carry out Inspection, reconciliation, reviews and appraisal of financial functions of **FIRST PARTY**, if required.
8. To issue a C.A. Certificate for financial assistance as per mandatory Performa devised under Transport Assistance Scheme of **FIRST PARTY**.
9. Any other job in consultation with **SECOND PARTY** related to financial matters assigned by **FIRST PARTY**.
10. The decision and the views of the **FIRST PARTY** in the above matters will be considered as final.

**c) Support from APEDA: -**

**FIRST PARTY** will provide required computers, printers, stationery and working place for persons deputed by **SECOND PARTY**.

Allocation of various assignments/ specific job responsibilities to the **SECOND PARTY** keeping in mind their professional skills, etc., would be at the sole discretion of **APEDA**.

The above professional services will be provided by the team members according to their area of expertise and within the applicable rules and regulations and professional code of conduct and guidelines of the professional bodies/ association/ institute prescribed for their members. However, it will be the duty of the **SECOND PARTY** to respond to **APEDA** on priority, whenever called by the **FIRST PARTY**.

## **C) GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL OFFERS**

**Sealed technical and financial offers in separate envelopes are required to be submitted** within 21 days of the date of release of advertisement. It may be noted that conditional offers are not allowed and would be rejected summarily.

Application should reach Regional Office (Mumbai) at the following address till 5 p.m. of the last of the for submission of the application.

Agricultural and Processed Food Products Export  
Development Authority (APEDA)

4<sup>th</sup> Floor, Unit No. 3 & 4  
Banking Complex Bldg. No.II,  
Sector 19 / A, Vashi  
New Mumbai-400 705

However, in order to understand the scope of work, APEDA has scheduled a pre-offer meeting on 28/03/2016 at 03.00 P.M. at the Regional Office Mumbai. Interested CA/ CWA firms may attend the pre-offer meeting.

**Cover 1: Technical Offer: Super scribe as “Technical Offer for engagement as Internal Auditors at Mumbai” to include the following documents:**

- i) Name and Address of the firm
- ii) Last audited Balance sheet of the firm
- iii) Details of working partners
- iv) Brief profile of the firm with past experience

**Cover 2: Financial Offer: Super scribe as “Financial Offer for engagement as internal auditor at Mumbai” to include the following details:**

The Financial Quotation should be on monthly basis in Indian Rupees. All applicable taxes should be mentioned separately, if any. The financial quotation should be in the following format:

<b>S.No.</b>	<b>Activity</b>	<b>Amount in Rs. per shipping bill</b>
1.	Charges for processing of 5000 shipping bills per month and clearance of backlog of approximately 30,000 shipping bill (including tax)	

The outer sealed cover containing cover 1 and cover 2 as indicated above should be super scribed with “**Technical and Financial Offer for engagement as internal auditor at Mumbai**”, and should have the name, postal address, fax, e-mail, telephone number of the firm.

## **D) SELECTION PROCEDURE**

A Committee in APEDA will carry out preliminary screening of the applicant firms and will shortlist the offers fulfilling the eligibility requirements as per the technical offer.

The application has to be accompanied by a Demand Draft for Rs. 2,00,000/- (Rs. Two Lakhs only) towards Earnest Money Deposit (EMD) which will be returned to

the selected firm only after the expiry of the agreement. In case the selected firm fails to accept the offer after selection, the EMD will be forfeited. However, the EMD will be returned immediately to the applicants who are not selected.

It is to be noted that the application of CA/CWA firms not submitting offers as per the requirement of TORs and without EMD will be rejected.

The short listed firms will be informed by APEDA to be present at APEDA office on a particular day and time as decided and their financial offer shall then be opened in front of them.

**Firm quoting the lowest price shall be selected.**

Selection Committee reserves the right to accept or reject any or all the offers at any time prior to award of contract/order, without assigning any reasons and without incurrance of any liability on APEDA. APEDA also reserves the right to negotiate the prices with the selected offers to bring down the prices. In case of any issue emerging out of this document, decision of Chairman, APEDA shall be final.

FIRST PARTY's office at:

Agricultural and Processed Food Products Export  
Development Authority (APEDA)  
4<sup>th</sup> Floor, Unit No. 3 & 4  
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CA/ CWA will be working on full time basis and shall process and finalize the claims of the exporters, beneficiaries and related agencies. **SECOND PARTY** will ensure quick disposal of cases on daily basis to avoid any pendency in normal course. However, in urgent situations, staff of **SECOND PARTY** may work on holidays to clear backlog.