

APPOINTMENT OF AUDITORS FOR BDF & BEDF

TERMS OF REFERENCE

Scope of work for Auditors (BDF)

- (a) Monitoring of receipts and payments in accordance with established policies, plans and procedures.
- (b) Conduct concurrent audit on day to day basis
- (c) Maintenance of Books and Vouching
- (d) Taxation Matters, including TDS etc
- (e) Reconciliation of payment of RCACs.
- (f) Vetting of project contracts from financial point of view
- (g) Review the soundness and adequacy of Accounting, Financial and other operating controls
- (h) Advise on accounting and protection of assets.
- (i) Reconciliation of all accounts and preparation of Balance Sheet and Profit & Loss account.
- (j) Advising and attending to matters relating to the Income Tax.
- (k) Any other job assigned by the BDF from time to time.

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- (k) Any other job assigned by the BDF from time to time.
- (l) Undertake audit of BEDF Lab-cum-Office Complex and Basmati Research Farm at Modipuram, Meerut (UP). For undertaking the journey, vehicle shall be provided by BEDF, as and when required.

Support from BDF/BEDF – BDF/BEDF will provide required computers, printers, stationery and working place for one/two employees of CA firm. The CA's firm will depute one qualified Chartered Accountant and one Office Assistance in BDF/BEDF division and they will be working as per office timings of BEDF.

The bidding firm must be registered with Comptroller and Auditor General of India, have a turn over of minimum Rs. 10 lacs each in last two years and possess experience of atleast five years. The amounts are to be indicated separately for BDF and BEDF, on monthly basis. However, the bid will be considered on total basis. The engagement will be from September 01, 2011 to June 30, 2013 which may be extended upto June 30, 2014 on mutual agreement, on the same terms and conditions.

Last Date for receipt of applications - Last date for receipt of proposals is August 04,2011 (by 3.00 p.m.). The offers will be opened at 4.00 p.m. on the same day in the presence of the bidders who wish to be present. The offers are to be submitted in sealed covers. The envelopes may be superscribed as 'Bid for Auditors of BDF and BEDF' and addressed to Shri A.K. Gupta, Advisor (Cereals), Agricultural and Processed Food Products Export Development Authority, 4th floor, NCUI Auditorium Building, 3 Siri Institutional Area, August Kranti Marg (Opp. Asiad Village), New Delhi-110016.