

# **TORs for engagement of CA Firm as Internal Auditor at APEDA Head Quarters New Delhi**

Date: 25/10/2015

## **A) ELIGIBILITY FOR SUBMISSION OF OFFERS**

Firms having following minimum qualifications are only required to submit their bid.

- i) The firm should have at least 10 years post qualification experience.
- ii) The turnover on the last audited balance sheet should not be less than Rs. 20 lakhs per annum.
- iii) The firm should have at least 3 working partners in India.
- iv) The CA firms who have already worked as Internal Auditors with APEDA are not eligible to apply.

## **B) SCOPE OF WORK**

### **a) Objective:-**

To assist APEDA, herein referred as **FIRST PARTY**, in scrutinizing and advising its schemes assistance applications and on Audit Account Budgetary issues **for a period of two years.**

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

1. To process the financial assistance claims of the exporters under various financial assistance schemes of **FIRST PARTY** both on on-line system (computerized) and physical documents and recommend the payments as per the schemes guidelines details about the schemes of APEDA are available on APEDA's website: [www.apeda.gov.in](http://www.apeda.gov.in) under the icon: *Trade promotion schemes*

2. The selected CA firm, herein referred as **SECOND PARTY**, will depute at least two qualified CAs and two assistants on regular basis at **FIRST PARTY's** office :3<sup>rd</sup> Floor, NCUI Building, 3 Siri Institutional Area, August Kranti Marg, New Delhi-110016, who will be working on full time basis from 9.30 a.m. to 5.30 p.m. (as per office timing) to 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 without any additional financial incentive. In case

of absence of the required number of CAs/Assistants, proportionate fee will be deducted.

3. Determine the tax implications such as Income Tax, Service Tax etc of **FIRST PARTY** and its employees.
4. File all types of Tax returns and also to attend the hearings, wherever required.
5. Advise on TDS deductions of contractors, consultants and employees etc.
6. To provide project consultancy from financial point of view on the projects handled by **FIRST PARTY** under its various schemes.
7. Analysis and vetting of contracts from financial point of view.
8. Preparation of Balance Sheet, Profit and Loss Accounts and other statements.
9. To advise on accounting and financial matters.
10. To ascertain the extent of compliance with established policies, plans and procedures.
11. To advise on accounting and protection of assets.
12. To recommend operational improvement in financial aspects.
13. To carry out Inspection, reconciliation, reviews and appraisal of Financial functions of **FIRST PARTY** including Regional Offices, if required.
14. To issue a CA Certificate for financial assistance as per mandatory Performa devised under Transport Assistance Scheme of **FIRST PARTY**.
15. Any other job in consultation with **SECOND PARTY** related to financial matters assigned by **FIRST PARTY**.
16. The decision and the view 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 4 persons of **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) GUIDELINE FOR SUBMISSION OF TECHNICAL AND FINANCIAL OFFERS.**

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

However, in order to understand the scope of work, APEDA has scheduled a pre-offer meeting on 30.10.2015 at 03:00 P.M. at the APEDA Delhi Office. Interested CA firms may attend the pre-offer meeting.

#### **Cover 1: Technical offer: Superscribe as "Technical Officer for engagement as Internal Auditor" to include the following documents:**

- i) Name and addresses 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: Superscribe as "Financial Offer for engagement as Internal Auditor" 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 outer sealed cover containing cover 1 and cover 2 as indicated above should be superscribed with "**Technical and Financial Offer for engagement as Internal Auditor**", 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 a preliminary screening of the CA firms and will shortlist the firms fulfilling the eligibility requirements as per the technical offer.

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

It is to be noted that the application of bidders not submitting offer as per the requirements of TORs will be rejected.

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

Selection Committee reserves the right to accept or reject any or all the offer at any time prior to award to 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 bidders to bring down the prices.

### Performa for Technical Offer

	Organization Profile	Details of Organization
1.	Name of Organization	Company registration document to be submitted (Self attested photocopy)
2.	Correspondence address Contact Details  Telephone No.  Fax No.  Mobile phone No.  E-mail	
3.	Contact Person	
4.	Name of the Partner	
5.	Experience (in brief)  In govt./Semi Govt./PSU  In Private	
6.	Permanent Account No. of Organization PAN/TIN/VAT No.	Self attested photocopy
7.	Annual Turnover for the last three years	Chartered Accountant certified documents to be submitted
8.	Number of Offices in India  Total number of employees	
9.	Self certification that neither the CA Firm nor any of its partners have never been blacklisted by any Govt. organization	To be submitted on company letterhead
10.	Any other relevant details	

Signature  
With stamp