

Date: 16/03/2012

AGRICULTURAL AND PROCESSED FOOD PRODUCTS EXPORT DEVELOPMENT AUTHORITY (APEDA)

(MINISTRY OF COMMERCE AND INDUSTRY, GOVT. OF INDIA)

APEDA invites expression of interest from qualified Chartered Accountants/CA firms for appointment as internal auditors for scrutinizing the claims/files and advising its five financial assistance schemes applications and on audit accounts and budgetary issues under APEDA and for providing consultancy relating to financial matters. The incumbents should have at least 10 years post qualification experience.

The CA firms and CAs who have already worked as internal auditors with APEDA in the past need not apply.

Application should reach this office within 21 days after publishing of this advertisement.

1) SCOPE OF WORK

A) Objective: -

To assist **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.
2. The **SECOND PARTY** will depute at least two qualified CAs and two assistants on regular basis at **FIRST PARTY**'s office: 3rd Floor, NCUI Building, 3 Siri Institutional Area, August Kranti Marg, New Delhi – 110016, who will be working on full time basis from 9:00 a.m. to 5:30 p.m. (as per office timings) 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 Saturday/Sunday/holidays to clear backlog without any additional financial incentive. In case of absence of the required number of CAs/Assistants on any working day, proportionate fee will be deducted
3. Determine the Tax implications of **FIRST PARTY** and it's employees.

4. File all types of Income Tax returns and also to attend the hearings.
5. Advise various tax acts including on FEMA (Foreign Exchange Management Act)
6. Advise on TDS deductions of contractors, consultants and Employees etc.
7. To provide project consultancy on the projects handled by **FIRST PARTY** under its various schemes.
8. Analysis and vetting of contracts from financial point of view.
9. Preparation of Balance Sheet, Profit and Loss Account and other statements.
10. To advise on accounting and financial matters.
11. To ascertain the extent of compliance with established polices, plans and procedures.
12. To advise on accounting and protection of assets.
13. To recommend operational improvement in financial aspects.
14. To carry out Inspection, reconciliation, reviews and appraisal of Financial functions of **FIRST PARTY** including Regional Offices.
15. To issue a C.A. Certificate for financial assistance as per mandatory performa devised under Transport Assistance Scheme of **FIRST PARTY**.
16. Any other job related to financial matters assigned by **FIRST PARTY**.
17. 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 4 employees 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**.

Further, **APEDA** shall have sole discretion to exclude the name(s) of the firm from the empanelment without assigning any reason in case the performance of the firm is not found satisfactory by **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**.