

## **Terms of Reference of CA Firm – APEDA Mumbai**

### **SCOPE OF WORK**

#### **A) Objective:**

To assist APEDA in scrutinizing and advising its schemes assistance applications and on Audit Account Budgetary issues for a period of two years. CA firms should have thorough knowledge of the subject with at least 10 years of experience preferably with Government financial procedures.

#### **B) Tasks to be carried out:**

1. To process the financial assistance claims of the exporters under various financial assistance schemes of APEDA both on on-line system (computerized) and physical documents and recommend the payments as per the schemes guidelines.
2. The CA firm will depute at least one qualified CA and three assistants on regular basis at APEDA's office: 4th Floor, Unit No.3 & 4, Banking Complex, Bldg. No.II, Sector 19/A, Vashi, New Mumbai-400 705, 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. CA firm will ensure quick disposal of cases on daily basis to avoid any pendency in normal course. However, in urgent situations, staff of CA firm may work on Saturday/Sunday/holidays to clear backlog without any additional financial incentive.
3. Determine the Tax implications of APEDA, Mumbai and its employees.
4. File returns wherever required and to attend the hearings, if any.
5. Advise on FEMA (Foreign Exchange Management Act) and tax matters such as VAT etc.
6. Advise on TDS deduction of contractors, consultants and employees etc.
7. To provide project consultancy on the projects handled by APEDA under its various schemes.
8. Analysis and vetting of contracts from financial point of view.
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 APEDA, Mumbai.
14. To issue a CA Certificate for financial assistance as per mandatory performa devised under Transport Assistance Scheme of APEDA.
15. Any other job related to financial matter assigned by APEDA.
16. Half monthly report generation for reconciliation with Head Office and submission on regular basis. (The format of report as desired by Regional Offices and Head Office)
17. Monthly report of processed cases in the first week of the month before submission of consultancy charges.
18. It is advisable for CA Firm to remain in touch with Head Office for compilation of data and report generation for keeping central record.
19. The reports are subject to random checking by Accounts Department, Head Office.
20. In the event of end of contract, Auditors must divulge full details like list of files, pendency etc.
21. Shifting of files out of office premises is not allowed in any case. Auditors are also not allowed to interact with exporters.

**C) Support from APEDA:**

APEDA will provide required computers, printers, stationery and working place for 4 employees of CA firm.

**D) Last date for receipt of applications**

Last date for receipt of applications is 21 days from the release of the advertisement inviting proposals from CA firms.

**E) Applications:**

Applications giving details of the CA Firm in one sealed cover and financial proposal in another sealed cover should be submitted. These should be addressed to Dy. General Manager, APEDA, 4th Floor, Unit No.3 & 4, Banking Complex, Bldg. No.II, Sector 19/A, Vashi, New Mumbai-400 705, should be submitted up to 5.00 p.m. on 12<sup>th</sup> February 2010 superscribing the envelope: **Application for empanelment of CA Firm in APEDA Mumbai**