

ADVSERTISEMENT

Date: 08/12/2015

AGRICULTURAL AND PROCESSED FOOD PRODUCTS
EXPORT DEVELOPMENT AUTHORITY (APEDA)
(MINISTRY OF COMMERCE AND INDUSTRY, GOVT. OF INDIA)

Agricultural and Processed Food Products
Export Development Authority (APEDA)
4th Floor, Unit No. 3 & 4
Banking Complex Bldg. No.II,
Sector 19 / A, Vashi
New Mumbai-400 705

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 15.12.2015 till 5 p.m.

However, in order to understand the scope of work, APEDA has scheduled a pre-offer meeting on 10.12.2015 at 3 p.m at the Regional Office Mumbai. Interested CA/ICWA firms may also attend the pre-offer meeting.

The eligibility criteria, scope of work and other details are available at our website 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 by 15.12.2015.

- i) The CA/ICWA 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 under the component of Financial Assistance Scheme.
2. The selected CA/ ICWA firm, herein referred as **SECOND PARTY**, will depute at least one qualified CA/ ICWA 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 50000 (fifty thousand) shipping bills are reported to be lying pending for processing in RO, Mumbai. To clear this backlog, CA/ ICWA 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 on or before 29.02.2016.**

4. Advice and file returns on all tax related matters and file all types of statutory tax returns, if any.
5. Analysis and vetting of contracts from financial point of view.
6. Preparation of Balance Sheet, Profit and Loss Account and other statements.
7. To advise on accounting and financial matters.
8. To ascertain the extent of compliance with established policies, plans and procedures.
9. To recommend operational improvement in financial aspects.
10. To carry out Inspection, reconciliation, reviews and appraisal of financial functions of **FIRST PARTY**, if required.
11. To issue a C.A. Certificate for financial assistance as per mandatory Performa devised under Transport Assistance Scheme of **FIRST PARTY**.
12. Any other job in consultation with **SECOND PARTY** related to financial matters assigned by **FIRST PARTY**.
13. 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 by 15.12.2015. 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 by 15.12.2015 till 5 p.m.

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New Mumbai-400 705

However, in order to understand the scope of work, APEDA has scheduled a pre-offer meeting on 10.12.2015 at 03.00 P.M. at the Regional Office Mumbai. Interested CA/ICWA firms may attend the pre-offer meeting.

Cover 1: Technical Offer: Super scribe as “Technical Offer for engagement as Internal Auditor 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:

S.No.	Activity	Amount in Rs.
1.	Charges for processing of 5000 shipping bills per month	
2.	Charges for processing of shipping bills over and above 5000 per shipping bill	
3.	Charges per shipping bill for clearance of backlog of approximately 50,000 shipping bill taxes, as applicable	

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/- 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/ICWA 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:

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will be working on full time basis from 9:00 a.m. to 5.30 p.m. (as per office timings), CA/ ICWA 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.