

AGRICULTURAL AND PROCESSED FOOD PRODUCTS

EXPORT DEVELOPMENT AUTHORITY (APEDA)

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

3rd FLOOR, NCUI BUILDING, AUGUST KRANTI MARG

NEW DELHI – 110 021

Applications are invited from qualified Delhi based Chartered Accountant firms for engagement as internal auditors for scrutinizing the claims/files on financial assistance schemes applications and for providing consultancy relating to financial taxation matters. The firm should have at least 10 years experience.

Application should reach GM (P&A) at the above address within 21 days till 5 p.m. of appearance of this advertisement. The eligibility criteria, scope of work and other details are available at our website www.apeda.gov.in under the icon announcements & General Info. (Recruitments/appointment/engagement)

A) Eligibility for submission of Bids

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

- i) The 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 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 on the applications for financial assistance schemes received from the exporters on financial matters **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 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: 3rd 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 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 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 of **FIRST PARTY** and it's employees.
4. Advice on tax related matters and file all types of statutory tax returns and also to attend the hearings, if any.

5. To provide project consultancy from financial point of view on the projects handled by **FIRST PARTY** under its various schemes.
6. Analysis and vetting of contracts from financial point of view.
7. Preparation of Balance Sheet, Profit and Loss Account and other statements.
8. To advise on accounting and financial matters.
9. To ascertain the extent of compliance with established policies, plans and procedures.
10. To advise on accounting and protection of assets.
11. To recommend operational improvement in financial aspects.
12. To carry out Inspection, reconciliation, reviews and appraisal of Financial functions of **FIRST PARTY** including Regional Offices, if required.
13. To issue a C.A. Certificate for financial assistance as per mandatory performa devised under Transport Assistance Scheme of **FIRST PARTY**.
14. Any other job in consultation with **SECOND PARTY** related to financial matters assigned by **FIRST PARTY**.
15. 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 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**.

Further, **APEDA** shall have sole discretion to terminate the contract of the selected bidder giving one month notice 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**.

C) GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL BIDS

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.

Cover 1: Technical Bid: Superscribe as “Technical Bid for engagement as internal auditor” 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 Bid: Superscribe as “Financial Bid 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 Bid 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 preliminary screening of the applicant firms and will shortlist the bidders fulfilling the eligibility requirements as per the technical bid.

It is to be noted that the application of bidders not submitting bids as per the technical requirement of TOR will be rejected.

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 bids as per the Financial quote requirement of TOR will be rejected.

Firm quoting the lowest price shall be selected.

Selection Committee reserves the right to accept or reject any or all the bids 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 bidders to bring down the prices.

The advertisement has been released on 21st August 2015 and the last date for receipt of Technical & Financial bids within 21 days from the date of Advertisement i.e. 11th September 2015 by 5 PM positively.

GeneralManager (P&A)

APEDA

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