

## **Offers invited from CA Firms**

Offers are invited from CA firms for the audit of accounts of Basmati Development Fund (BDF) and Basmati Export Development Foundation (BEDF). The selected firm will be awarded contract for three years starting October, 2017 to September, 2020 both for BDF and BEDF.

### **Eligibility Criteria**

- 1.The applicant firms should be registered as partnership firm with minimum ten years of standing. Copies of the PAN card of the firm, GSTN and constitution certificate issued by ICAI are required to be furnished.
- 2.The firm should have average turnover of a minimum of Rs.20 lakh per year in last three years. Copies of CA certified balance sheet for three years are required to be furnished.
- 3.At least one of the partners should be holding a Diploma in Information Systems Audit (DISA) from ICAI. Copy of certificate is required to be furnished.
- 4.The applicant firm should have experience of working for autonomous bodies / Government trust/ charitable organizations (minimum five organizations for which copies of award letters may be furnished).
- 5.The applicant firm should be registered with GST authority and empanelled with C&AG for the financial year 2017-18 and at least past two years. Copies of GST registration and C&AG empanelment are required to be furnished.

### **Scope of work for Basmati Development Fund (BDF)**

- (a) Monitoring of receipts and payments
- (b) Process of files as and when required – 6-7 days in a month
- (c) Maintenance of books and vouching
- (d) Taxation matters, including TDS etc.
- (e) Reconciliation of payment of RCACs.
- (f) Vetting of project contract from financial point of view as and when required.
- (g) Review the soundness and adequacy of accounting, financial and other operating controls
- (h) Ascertain the extent of compliance with established policies, plans and procedures
- (i) Ascertain the extent of compliance with established policies, plans and procedures
- (j) Advise on accounting and protection of assets.
- (k) Recommend operational improvements in financial aspects
- (l) Reconciliation of all accounts.
- (m) Advising and attending to matters relating to the Income Tax
- (n) Preparation and audit of annual accounts i.e. balance sheet and profit and loss account
- (o) Calculation of GST liability and filing of monthly returns.
- (p) Any other job assigned by the BDF from time to time.

### **Scope of work for Basmati Export Development Foundation (BEDF)**

- a. Monitoring of receipts and payments

- b. Process of files as and when required – 6-7 days in a month
- c. Maintenance of books and vouching
- d. Taxation matters, including TDS etc.
- e. Vetting of project contract from financial point of view as and when required
- f. Review the soundness and adequacy of accounting, financial and other operating controls
- g. Ascertain the extent of compliance with established policies, plans and procedures
- h. Ascertain the extent of compliance with established policies, plans and procedures
- i. Advise on accounting and protection of assets.
- j. Recommend operational improvements in financial aspects
- k. Reconciliation of all accounts
- l. Advising and attending to matters relating to the Income Tax
- (b) Preparation and audit of annual accounts i.e. balance sheet and profit and loss account
  - a. Undertake audit of BEDF Lab-cum-office Complex and Basmati Research Farm at Modipuram, Meerut (UP), for undertaking the journey, vehicle shall be provided by BEDF, as and when required
  - b. Calculation of GST liability and filing of monthly returns.
  - c. Any other job assigned by the BEDF from time to time.

### **Submission of Bids**

The bids have to be submitted in two parts in two different envelopes. Part 1 will be submission of information and documents related to eligibility criteria Para- 2 will be financial bid. **Both the envelopes are required to be sealed separately and placed in another cover/envelope superscribed as “Offers invited from CA Firm.”** For documents of Technical Bid, an Index with page/ annexure number shall be prepared and attached with the bid for easy access of documents during scrutiny by APEDA.

The financial bids of only those bidders will be opened who are found to meet the eligibility criteria. The bids which are found to be unreasonably low may be disqualified. The fee prescribed by ICAI for professional assignments may be taken into consideration for submission of bids. APEDA reserves the right to reject any or all the bids.

Those firms which submitted offers in response to advertisement released in July, 2017 are required to submit fresh bids, if interested to be considered.

Bids are to be submitted by 3:00 P.M on September 21, 2017. Bids may be addressed to Shri A.K. Gupta, Director (BEDF), Agricultural and Processed Food Products Export Development Authority (APEDA), NCUI Auditorium Building , 3 Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi -110016.

**Offers Invited from CA Firms**  
**on Letter head of C.A. Firm**

**Technical Bid**

<b>S No</b>	<b>Mandatory Technical Information</b>	<b>Details Submitted</b>	<b>Page/ Annexure number</b>
1	Firm's name, address & Contact Details with Mobile & E-mails etc.		
2	Establishment details  Attach copy of Constitution Certificate issued by ICAI		
3	GST registration number. Attach copy of Certificate		
4	PAN. Attach copy of PAN		
5	Turn Over for last three years (Year-wise)  Attach copies of CA certified balance sheet for three years		
6	Diploma in Information System Audit (DISA) from ICAI.  Attach copy		
7	Experience of working only for:  A. Autonomous bodies. B. Government trust. C. Charitable organisations.  • Names of clients • Copies of job award letters of minimum five organizations may be enclosed.		
8	Empanelment with C&AG for the financial year 2017-18 and atleast past two years i.e. total 3 years . Attach copy for all 3 years.		
9	Any other relevant information about competence including brochure / catalogue etc.		

**Name and signature(s) with seal.**

**Offers Invited from CA Firms**

**Financial Bid**

Amount in Rupees

	<b>Fee for BDF</b>	<b>Fee for BEDF</b>	<b>Total Fee for BDF &amp; BEDF</b>
Monthly fee in rupees exclusive of applicable taxes in figures (for a period of three years)			
Amount in words-			

**Note:** The award for audit of accounts of both BDF and BEDF will be based on total fee per month. However, separate amounts for BDF and BEDF are required to be mentioned to facilitate payments from two different accounts.

**Name and signature(s) with seal.**