

Date: 17/10/2015

**TORS FOR ENGAGEMENT OF CA FIRM AS INTERNAL AUDITORS IN
REGIONAL OFFICE MUMBAI**

A) Eligibility for submission of Offers

CA firms meeting following requirements are eligible to submit their offers:-

- i) The CA 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 2013-14.
- 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 to as **FIRST PARTY**, in scrutinizing and advising on the applications for Transport Assistance Scheme received from the exporters and to advise 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 icon: Trade Promotion Scheme-Transport Assistance- Financial Assistance Scheme.
2. The selected CA firm, herein referred as **SECOND PARTY**, will depute at least one qualified CA and such number of assistants as considered appropriate to process all shipping bills received during the month subject to a minimum of 5000 (five thousand) shipping bills per month on regular basis. Charges for processing of additional shipping bill over and above 5000 shipping bills should be quoted on per shipping bill as these will be paid on actual.

3. Currently, around 50,000 (fifty thousand) shipping bills are reported to be lying pending for processing in RO, Mumbai. To clear this backlog, CA 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 in 3 months from the date of issue of work order.**
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 accounting statements as required from time to time.
7. To advise on accounting and financial matters.
8. To ascertain the extent of compliance with established policies, plans and procedures.
- 11.To recommend operational improvement in financial aspects.
- 12.To carry out inspection, reconciliation, reviews and appraisal of financial functions of **FIRST PARTY**, 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**.

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 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 06.11.2015.

Application should reach Regional Office (Mumbai) at the following address by 06.11.2015 till 5 p.m.

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

However, in order to understand the scope of work, APEDA has scheduled a pre-offer meeting on 23.10.2015 at 03:00 P.M. at the Regional Office Mumbai. Interested CA firms may attend the pre-offer meeting.

It may be noted that conditional offers are not allowed and would be rejected summarily.

Cover 1: Technical Offer: Super scribe as “Technical Offer for engagement as Internal Auditor at Mumbai” to include the following documents along with the prescribed form given at the end of these TORs:

- i) Balance sheet of the firm
- ii) Financial statements of the CA firm for the last two years i.e., 2013-14 and 2014-15.
- 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:

Typed financial quotation on the letterhead of the CA firm should be duly signed by the authorized person of the CA firm and should include charges on monthly basis in Indian rupees and all applicable taxes, if any, should be mentioned separately. A 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 CA firm fulfilling the eligibility requirements as per the technical offer.

It is to be noted that the application of CA firms not submitting offers as per the requirements of TORs 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

incurrence 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.

15. FIRST PARTY's office at:

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

will be working on full time basis from 9:00 a.m. to 5:30 p.m. (as per office timings), CA 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.