

**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 - 110016

CPP Portal Tender ID: 2018_APEDA_322395_1

19.05.2018

Applications are invited from qualified Chartered Accountant (CA)/Cost Management Accountant(CMA) firms for engagement as internal auditors for scrutinizing the claims/files on financial assistance schemes applications and for providing consultancy relating to financial and taxation matters for a period of 2 years. The firm should have at least 05 years post qualification experience.

Application should reach GM (B&F) 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.

A) Eligibility for submission of Offers

CA/CMA firms having all the following minimum qualifications are only required to submit their offer:

- i) The firm should have at least 5 years of experience.
- ii) The turnover of the firm should not be less than Rs 25,00,000/- (Rupees twenty five lakh only) per annum for last 2 years i.e. for the FY 2015-16 and 2016-17.
- iii) The firm should have at least 5 working partners in India.
- iv) The firm should submit demand draft of Rs. 50,000/- (Rupees fifty thousand only) towards EMD in favor of "APEDA" payable at New Delhi.
- v) The firm(s) which have already worked or working with APEDA but have not provided or providing satisfactory services and/or voluntarily withdrawn from the contract before its completion are not eligible to apply for the empanelment as internal auditors with APEDA.

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 and also advising on financial and taxation 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 the **FIRST PARTY** both on on-line system and physical documents and recommend payments as per the scheme guidelines.
2. The selected CA/CMA firm, herein referred as **SECOND PARTY**, will depute at least **one qualified CA/CMA and three assistants** on a 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. No files to be kept pending for more than 5 writing days by the Second Party. However, in urgent situations, staff of **SECOND PARTY** may work on holidays to clear backlog without any additional financial incentive. Attendance of the **Second Party** shall be maintained at APEDA and in case of absence of the required number of CA/CMA, assistants, proportionate fee will be deducted.

3. Determine the tax implications of **FIRST PARTY** and its employees including suggestions on clarifications/demands raised by different authorities for earlier years and assisting in settlement thereof.
4. Advice on direct and indirect tax related matters and file all types of statutory tax returns on time.
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. Reconciliation of bank accounts and related financial statements
8. Preparation of Balance Sheet, Profit and Loss Account and other related financial statements.
9. Analysis of the financial statements as and when required.
10. To advise on accounting and financial matters and policies.
11. To ascertain the extent of compliance with established policies, plans and procedures in financial matters.
12. To recommend operational improvement in financial aspects, as and when required.
13. To carry out inspection, reconciliation, reviews and appraisal of financial statements including scrutiny of vouchers of **FIRST PARTY** of its head office and its regional offices. In case any outstation travel is required to be undertaken, charges for the same shall be paid as per TA/DA Rules as amended from time to time
14. To issue certificate(s) for financial assistance as per mandatory performa devised under Financial Assistance Schemes of the **FIRST PARTY**.
15. Any other job in consultation with **SECOND PARTY** related to financial matters assigned by **FIRST PARTY**.

16. 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 5 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 the **FIRST PARTY**.

Further, either of the two parties can terminate the contract by giving three (3) months' notice or payment of equivalent amount of consultancy fee in lieu thereof.

C) GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL OFFERS

Sealed technical and financial offers 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 offers are not allowed and will be rejected summarily.

Cover 1: Technical Offer: Superscribe as "Technical Offer for engagement as Internal Auditor" to include the following documents along with the proforma given at Annexure „I

- i) Audited balance sheets of the firm for 2015-16 and 2016-17.
- ii) Details of working partners.
- iii) Brief profile of the firm with past experience.
- iv) EMD of Rs. 50,000/- by means of DD in favor of APEDA payable at New Delhi.

Cover 2: Financial Offer: Super scribe as "Financial Offer for engagement as internal auditor" to include the following details:

The financial quotation should be on monthly basis in Indian Rupees in the format given at Annexure 'II'. 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 Offer for engagement as Internal Auditor**", and should have the name, postal address, fax, e-mail, telephone number of the firm.

D) SELECTION PROCEDURE

A pre offer meeting shall be held on **Tuesday, 29th May 2018 at 1100 hrs** at APEDA office- NCUI Building 3, Siri Institutional Area, August Kranti Marg, New Delhi - 110 016 prior to the starting of the process, in order to understand the scope of work of APEDA. All the interested firms are requested to attend this meeting to have clarity before submitting their offers to APEDA. Firms not participating in the pre offer meeting will however be eligible to submit their technical and financial offers.

A Committee in APEDA will carry out preliminary screening of the applicant firms and will shortlist the firms fulfilling the eligibility requirements as per the technical offer. It is to be noted that the applications of firms not submitting offers as per the technical requirements of TOR 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 offers shall then be opened in front of them. It is to be noted that the application of firms not submitting offers as per the financial quote requirements of TOR will be rejected.

The selected firm will be required to take up the assignment by 12th of July, 2018. 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 firms to bring down the prices.

The EMD of the successful firm shall be converted into performance guarantee and shall be retained with APEDA for the contract duration. In case a firm is selected on the basis of lowest offer but the firm does not accept the offer or refuses to take up the assignment or the firm appointed by APEDA works for a duration of less than the contract period of their own or due to providing unsatisfactory services from the date of taking up of the assignment with APEDA, the full performance guarantee shall be forfeited.

As mentioned earlier, the firm(s) which have already worked or working with APEDA but have not provided or providing satisfactory services and/or voluntarily withdrawn from the contract before its completion are not eligible to apply for the empanelment as internal auditors with APEDA.

Last date for submission of offers is 11th June 2018 till 5.00 p.m. The complete applications should be addressed to:

General Manager (Budget & Finance)

A P E D A

3rd Floor, NCUI Building, 3, Siri Institutional Area,

Opp. Asiad Village, August Kranti Marg, New Delhi 110016

Tel.: 011- 26514046

E-mail: ssnayyar@apeda.gov.in

Proforma for giving technical details

1. Name of the firm:

2. Date of establishment along with a copy of firm certificate issued by ICAI/ICAI(CMA):

3. Number of working partners with membership number:

4. Annual turnover of the firm:

5. PAN, TAN and service tax no. of the firm:

6. Brief profile of the firm:

7. Any other information(if any):

Name and signature(s) with seal.

Annexure-II

Proforma for giving financial details

(To be submitted in sealed cover only)

Sr. No	Details	Amount (in rupees)
1	Charges for one qualified CA/CMA per month	
2	Charges for three assistants per month	
	Total	
	Taxes (if any)	
	Grand Total	

Total amount in words (Rupees)

Name and signature(s) with seal.