

**AGRICULTURAL AND PROCESSED FOOD PRODUCTS EXPORT  
DEVELOPMENT AUTHORITY (APEDA)**

(MINISTRY OF COMMERCE AND INDUSTRY, GOVT. OF INDIA) 3<sup>rd</sup> FLOOR,  
NCUI BUILDING, AUGUST KRANTI MARG  
NEW DELHI – 110016

01.09.2023

Applications are invited from qualified Chartered Accountant (CA)/Cost Management Accountant (CMA) firms for engagement as internal auditors for carrying out the works detailed in “**Scope of work**” section of the tender document for a period of 2 years. The firm should have at least 8 years of experience.

Application should reach the Director 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 APEDA website [www.apeda.gov.in](http://www.apeda.gov.in) under the icon announcements.

## 1) 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 8 years of working experience out of which it should have 3 years of experience in atleast 3 Government organizations/ PSUs.
- ii) The firm should be empanelled with C&AG.
- iii) The average annual turnover of the firm should not be less than Rs 3 0,00,000/- (Rupees Thirty lakh only) for last 3 financial years from 2020-21 to 2022-23.
- iv) The firm should have at least 5 working partners in India.
- v) The firm should submit demand draft of Rs. 1, 0 0,000/- (Rupees One lakh only) as EMD in favor of “**APEDA**” payable at New Delhi.
- vi) 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have already worked or working with APEDA but have not provided or providing satisfactory services and/or voluntarily withdrawn from the contract before its completion are not eligible to apply for the empanelment as internal auditors with APEDA.

## 2. Scope of work

### (i) Objective: -

To assist APEDA, herein referred as **FIRST PARTY**, in streamline all processes and strengthen Budget & Finance by advising on all financial and taxation matters.

### (ii) Engagement:-

The selected firm, herein referred as **SECOND PARTY**, shall engage **One** Chartered Accountant with atleast 5 years of post qualification experience along with **2 Audit Assistants** (CA inter qualified) on daily basis at APEDA 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 carry out the assigned tasks as stipulated in 2 (iii). The firm assigned personnel will ensure quick disposal of assigned work within the stipulated time frame. However, in urgent situations, the firm may work on holidays to clear backlog without any additional financial incentive. Attendance of the firm assigned personnel shall be maintained at APEDA and in case of absence of the required number of officers proportionate fee will be deducted.

### (iii) Tasks to be carried out: -

1. Preparation of documents/manuals/SoPs related to:
  - a) Accounts and Administration for APEDA.

b) Internal control mechanism.

c) Internal audit procedure mechanism.

2. To conduct overall financial planning/ budgeting exercise for the Authority and examining that the proposals are within the budget.

3. Examining/ devising ways and means to increase revenue for the Authority.

4. Assisting in formulating of SoPs for various processes/ activities like participation in fairs (setting of norms), sending samples to embassies (setting norms for the same), etc.

5. To prepare mechanism for control of fixed assets of APEDA and carry out internal audit of all the fixed assets of APEDA on annual basis.

6. Analysis and vetting of contracts from financial point of view.

7. To examine cases of financial assistance claims of the exporters under the Financial Assistance Scheme of APEDA and recommendation on making payments as per the Scheme Guidelines.

8. To provide financial concurrence on the Non Plan proposals of APEDA.

9. Determine the tax implications of APEDA and its employees including suggestions on clarifications/demands raised by different authorities for earlier years and assisting in settlement thereof.

10. Advice on direct and indirect tax related matters and file all types of statutory tax returns on time.

11. Reconciliation of bank accounts and related financial statements

12. Preparation of Balance Sheet, Profit and Loss Account and other related financial statements.

13. Analysis of the financial statements as and when required.

14. To advise on accounting and financial matters and policies.

15. To ascertain the extent of compliance with established polices, plans and procedures in financial matters.

16. To recommend operational improvement in financial aspects, as and when required.

17. To carry out inspection, reconciliation, reviews and appraisal of financial statements including scrutiny of vouchers of APEDA 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

18. To issue certificate(s) for financial assistance as per mandatory performa devised under Financial Assistance Schemes of APEDA.

19. Assisting APEDA in handling and dropping C&AG half margins and paras in time bond manner. Along with assisting in the conduct of audits carried out by CAG, DoC, etc.

20. Any other work in consultation with the firm related to financial matters assigned by APEDA.

The decision and the views of the **FIRST PARTY** in the above matters will be considered as final.

**(iv) Support from APEDA: -**

**FIRST PARTY** will provide required computers, printers, stationery and working place for 3 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.

### **3. 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 2020-21 to 2022-23.
- ii) Details of working partners.
- iii) Brief profile of the firm with past experience.
- iv) EMD in the form of bank guarantee amounting to Rs. 1,00,000/- 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.

#### 4. SELECTION PROCEDURE

A pre offer meeting shall be held on **11<sup>th</sup> September, 2023 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 shortlisted 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 from 3<sup>rd</sup> October, 2023. 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 22<sup>nd</sup> September, 2023 till 5.00 p.m. The complete applications should be addressed to:**

**Director**

**A P E D A**

3<sup>rd</sup> Floor, NCUI Building, 3, Siri Institutional Area,

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

E-mail: [tarunbajaj@apeda.gov.in](mailto:tarunbajaj@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 GST of the firm:
  
6. Brief profile of the firm:
  
7. Any other information (if any):

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

**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 two assistants per month	
	Total	
	Taxes (if any)	
	Grand Total	

Total amount in words (Rupees)

Name and signature(s) with seal.