

## **TERMS OF REFERENCE OF CA FIRM – APEDA MUMBAI**

### **SCOPE OF WORK**

#### **A) Objective:**

To assist APEDA in scrutinizing and processing applications under Transport Assistance Scheme of APEDA and giving advise on various financial and tax issues for a period of two years. CA firms should have thorough knowledge of the subject with at least 10 years of experience preferably with Government financial procedures.

#### **B) Tasks to be carried out:**

1. To process and issue CA Certificate for financial assistance as per mandatory performa devised under Transport Assistance Scheme of APEDA. The CA Firm will process a minimum of 2000 shipping bills per month. Charges for processing of additional shipping bills, if any, should be quoted separately on each shipping bill basis.
2. The CA firm will depute at least one qualified CA and three assistants on regular basis at APEDA's office: 4<sup>th</sup> Floor, Unit No. 3 & 4 Banking Complex, Bldg. No. II, Sector 19/A, Vashi, New Mumbai- 400705, who will be working on full time basis from 9:00 a.m. to 5:30 p.m. (as per office timings) to process and finalize the claims of the exporters beneficiaries and related agencies. CA firm will ensure quick disposal of cases on daily basis to avoid any pendency in normal course. However, in urgent situations, staff of CA firm may work on Saturday/Sunday/holidays to clear backlog without any additional financial incentive.
3. File returns wherever required and to attend the hearings, if any.
4. To advise on accounting, financial and tax related matters.
5. Any other job related to financial matter assigned by APEDA.
6. It is advisable for CA Firm to remain in touch with Head Office for compilation of data and report generation for keeping central record.
7. In the event of end of contract, Auditors must divulge full details like list of files, pendency etc.
8. Shifting of files out of office premises is not allowed in any case. Auditors are also not allowed to interact with exporters.

#### **C) Support from APEDA:**

APEDA will provide required computers, printers, stationery and working place for 4 employees of CA firm.

#### **D) Last date for receipt of applications**

Last date for receipt of applications is 21 days from the release of the advertisement inviting proposals from CA firms.

#### **E) Applications:**

Applications giving details of the CA Firm in one sealed cover and financial proposal in another sealed cover should be submitted. These should be addressed to Deputy General Manager, APEDA, 4<sup>th</sup> Floor, Unit No. 3 & 4 Banking Complex, Bldg. No. II, Sector 19/A, Vashi, New Mumbai- 400705, should be submitted up to 5.00 p.m. on 10.11.2013 superscribing the envelope: Application for empanelment of CA Firm in APEDA Mumbai

#### **F) Others:**

APEDA reserves the right to accept or reject the applications received against this advertisement without giving any reasons thereof.