

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 – 110 021

CPP Portal Tender ID: 2021\_APEDA\_608971\_1

Applications are invited from qualified Chartered Accountant firms registered with ICAI for at least 5 years for engagement as internal auditors for providing consultancy relating to financial matters for APEDA and Basmati Export Development Federation (BEDF) for a period of 3 (three) years.

Applications in sealed covers 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 available at our website: [www.apeda.gov.in](http://www.apeda.gov.in) under the icon - Announcements

**(A) Agricultural and Processed Food Products Export Development Authority (APEDA)**

Agricultural and Processed Food Products Export Development Authority (APEDA), an apex organization under the Ministry of Commerce, Government of India, is mandated with the responsibility for Promotion and Development of the export of scheduled products.

**(B) Basmati Export Development Foundation (BEDF):** Basmati Export Development Foundation (BEDF) has been founded by APEDA and is a society registered under Societies Registration Act, 1860 for promoting Basmati Rice having its training farm cum laboratory for at Modipuram, Meerut and office at 3<sup>rd</sup> Floor, NCUI Building, August Kranti Marg New Delhi – 110 021

To assist APEDA and BEDF (**hereinafter referred to as the First Party**) in scrutinizing its financial assistance scheme (FAS) applications and other finance and audit related matters, applications are invited from qualified Chartered Accountant firms (**hereinafter referred to as the Second Party**) registered with The Institute of Chartered Accountants of India (ICAI) for at least 10 years for engagement as internal auditor for a period of two years.

**1) Eligibility for submission of Bids**

CA firms having following minimum qualifications are only required to submit their bid.

- i) Must be a registered CA firm registered with ICAI for at least 5 years and copy of the certificate/proof should be attached.
- ii) Minimum annual turnover of the CA firm should be Rs. 50.00 lakhs (Rupees Fifty lakhs only) during each of the last 3 years i.e., 2017-18, 2018-19 and 2019-20. Certified copies of audited balance sheets for the same period should be enclosed
- iii) The firm should have at least 5 working partners in India.
- iv) The CA firms who have already worked as internal Auditors with APEDA are not eligible to apply.
- v) The CA firm should have an office in Delhi NCR region
- vi) Submission of EMD in the form of DD for Rs. 50,000/- (Rupees Fifty Thousand only) in favour of “APEDA” payable at New Delhi.
- vii) A self certified undertaking has to be submitted mentioning that they have never been blacklisted by any department/organization and the same is not applicable as on date.

**2) Scope of work - tasks to be carried out: -**

1. To process the financial assistance claims of the exporters under various financial assistance scheme of **FIRST PARTY** both on on-line system (computerized) and physical documents and recommend the payments as per the schemes guidelines.

2. The selected CA firm ( **SECOND PARTY**) will depute one qualified CA and two assistants on regular basis at **FIRST PARTY's** office: 3<sup>rd</sup> 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. However, in urgent situations, staff of **SECOND PARTY** may work on holidays to clear backlog without any additional financial incentive. In case of absence of the required number of CA/Assistants, proportionate fee will be deducted.
3. Determine the tax implications of **FIRST PARTY** and its employees including GST, Income Tax etc..
4. File all types of Income Tax/GST returns of **FIRST PARTY** and also to attend the hearings, if any.
5. Advise on TDS deductions of contractors, consultants and employees etc. of **FIRST PARTY**.
6. To provide project consultancy from financial point of view on the projects handled by **FIRST PARTY** under its various schemes.
7. Analysis and vetting of contracts from financial point of view.
8. Monitoring of receipts and payments
9. Reconciliation of all accounts and preparation of Balance Sheet, Profit and Loss Account and other statements of **FIRST PARTY**.
10. To advise on accounting and financial matters and other financial related work assigned.
11. To ascertain the extent of compliance with established polices, plans and procedures.
12. To recommend operational improvement in financial aspects.
13. To carry out Inspection, reconciliation, reviews and appraisal of Financial functions of **FIRST PARTY** including Regional Offices, if required.
14. Any other job in consultation with **SECOND PARTY** related to financial matters assigned by **FIRST PARTY**.
15. The decision and the views of the **FIRST PARTY** in the above matters will be considered as final.

**c) Support from FIRST PARTY: -**

**FIRST PARTY** will provide required computers, printers, stationery and working place for 4 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 **FIRST PARTY**.

Further, **FIRST PARTY** shall have sole discretion to terminate the contract of the selected bidder giving one month notice in case the performance of the firm is not found satisfactory by **FIRST PARTY**. Either of the two parties can terminate the contract by giving three months notice or fee for the same in lieu of it.

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 to **FIRST PARTY** on priority, whenever called by the **FIRST PARTY**.

**C) GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL BIDS**

Sealed technical and financial bids **on firm's letterheads** in separate sealed covers are required to be submitted within 21 days from the date of release of this advertisement. It may be noted that conditional bids are not allowed and would be rejected summarily.

**Cover 1: Technical Bid: Superscribe as "Technical Bid for engagement as internal auditor" to include the following information/documents on firm's letterhead:**

- i) Name and Address of the firm
- ii) Date of establishment alongwith a self attested copy of firm certificate issued by ICAI.
- iii) Details of working partners (attach list with Membership Numbers).
- iv) Annual turnover of the firm for each of the last three years i.e 2017-18, 2018-19 and 2019-20.
- v) Last audited Balance sheet of the firm.
- vi) GST Number of the Firm (attach self certified copy).
- vii) Brief profile of the firm with past experience

- viii) A self certified undertaking mentioning that the firm never been blacklisted by any department/organization and the same is not applicable as on date.
- ix) EMD in the form of DD for Rs. 50,000/-(Rupees Fifty Thousand only) in favour of “APEDA” payable at New Delhi.
- x) Any other information.

Name and signatures with seal and FRN.

**Cover 2: Financial Bid: Super scribe as “Financial Bid for engagement as internal auditor” in the following format on firm’s letterhead:**

Sr. No.	Activity	Amount in Rs.
1	Monthly fee for deputation of one qualified CA	
2	Monthly fee for deputation of two assistants	
3	Total	
4	GST	
5	Grand total	

The Financial Quotation should be on monthly basis in Indian Rupees. 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 Bid for engagement as internal auditors**”, and should have the name, Postal Address, Fax, E-mail, Telephone number of the firm.

#### **D) SELECTION PROCEDURE**

A pre offer virtual meeting shall be held on 17<sup>th</sup> June at 12.00 am prior to the starting of the process, in order to understand the scope of work of APEDA. All the interested firms may attend this meeting virtually 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. Link for the meeting is mentioned below:-

<https://apeda.webex.com/apeda/j.php?MTID=mb17c5f905f46b5c3af3c7b1ba5d9ec53>

Thursday, Jun 17, 2021 12:00 am | 1 hour | (UTC+05:30) Chennai,  
Kolkata, Mumbai, New Delhi  
Meeting number: 184 693 0989  
Password: ACC@321

A Committee in APEDA will carry out a preliminary screening of the firms on 7<sup>th</sup> July 2021 and will shortlist the firms fulfilling the eligibility requirements as per the technical bid.

It is to be noted that the application of firms not submitting bids as per the technical requirement 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 bids shall then be opened in front of them. It is to be noted that the application of firms not submitting bids as per the financial quote requirement of TOR will be rejected.

**Firm quoting the lowest price shall be selected.**

The selected firm will be required to take up the assignment w.e.f., 1<sup>st</sup> August 2021

Performance guarantee 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.

Selection Committee reserves the right to accept or reject any or all the bids 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.

Last date for submission of offers is 5<sup>th</sup> July 2021 till 5.00pm. The complete applications should be addressed to :-

General manager (Budget & Finance)  
APEDA  
3rd Floor, NCUI Building, 3 Siri Institutional Area  
Opp. Asiad Village, August Kranti Marg, New Delhi - 16  
Tel - 011-41486015  
E.mail - ssnayyar@apeda.gov.in