



SMALL FARMERS' AGRIBUSINESS CONSORTIUM
(Society promoted by Dept. of Agriculture & Cooperation, Govt. of India)
5th Floor, NCUI Auditorium, August Krant Marg, Hauz Khas,
New Delhi-110016

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EOI FOR EMPANELMENT OF CHARTERED ACCOUNTANCY FIRM

Small Farmers Agri Business Consortium (SFAC), NCUI Auditorium Building 5th floor, August Kranti Marg, Hauz Khas, New Delhi is a registered society of Ministry of Agriculture implementing various schemes of Govt. of India. SFAC inviting quotations from Chartered Accountancy firm with full brief of the company alongwith fee to be charged for empanelment as Internal Auditor of the society for the financial year 2015-16. The details terms of work are as under:

- 1 Vouching, Ledger Scrutiny, Verification of Cash Book, Journal, Subsidiary Register & records, Deduction and accounting treatment of all receipts and payment.
- 2 Internal Audit of accounts of SFAC, New Delhi.
- 3 Preparation of quarterly Income Tax return of SFAC Office and preparation of Form 16, Form 16A.
- 4 Calculation of Income tax liability. Verification of all TDS payment and other Income tax matters.
- 5 Preparation/help/check in preparation of any information/reports required by the management as and when required.
- 6 Assistance at the time of Statutory Audit/Govt. Audit of SFAC and help in the preparation of Compliance of the Audit Reports.
- 7 Preparation and finalization of draft Annual Accounts.
- 8 Other relevant matters necessary to report together with suggestions for improvement.

The company should have experience of Govt./undertaking sector audit work minimum of 10 years and they should have been on the panel of Govt./Public sector banks.

The last date for receiving the quotations is 09.03.2015 at 5.00 PM may be forwarded in a sealed cover in person/by dak to Director (P) on the above address. After expiry of last date, no quotation will be entertained.

Director (P)