

Small Farmers Agribusiness Consortium

(Society sponsored by Dept. of Agriculture,
Cooperation & Farmers Welfare, Govt. of India)
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E-TENDER (SINGLE BID SYSTEM) FOR APPOINTMENT OF CHARTERED ACCOUNTANCY FIRM FOR INTERNAL AUDIT OF SFAC FOR THE FINANCIAL YEAR 2018-19

Small Farmers Agri Business Consortium (SFAC), NCUI Auditorium Building 5th Floor, August Kranti Marg, Hauz Khas, New Delhi is a registered Society promoted by Department of Agriculture, Cooperation and Farmers Welfare, implementing various schemes of Govt. of India. SFAC seeks to appoint a Chartered Accountancy firm for Internal Audit for the financial year 2018-19.

SFAC, New Delhi invites online tender from reputed and competent Chartered Accountancy Firm for Internal Audit of SFAC.

Tender document can be downloaded from Central Public Procurement Portal (CPPP), <https://eprocure.gov.in/cppp> and SFAC website www.sfacindia.com. Please refer to CPPP for detailed instruction for submission of the Bids.

Date of Publication of Tender	:	21.06.2018	05:00 PM
Clarifications start date	:	21.06.2018	06:00 PM
Clarifications end date**	:	29.06.2018	06:00 PM
Last Date for submission of tender	:	06.07.2018	06:00 PM
Date of Bid Opening	:	09.07.2018	11:00 AM
Tender Fee (Non Refundable)	:	Rupees 1,000/-*	
(*Tender fee should be deposited in the form of Demand Draft in favour of “SFAC” payable at New Delhi)			
** Clarifications /Queries may be submitted online through CPPP portal.			

The details of the work are as under:

1. Checking of Vouchers, Ledger Scrutiny, Verification of Imprest register, Journal, Subsidiary Register & records, Deductions and Accounting treatment of all Receipts and Payments in ground level.
2. Internal Audit of schemes (approximately 15) implementing by SFAC.
3. Checking of calculation of TDS on Salary and Non Salary payment.& Filing of quarterly TDS return (Salary/ Non Salary) and issue of Forms 16 & 16A quarterly basis (Salary & Non-Salary Form's 300 approx. quarterly)
4. Filing of Income Tax and GST returns of SFAC.
5. Assistance at the time of Statutory Audit/ Govt. Audit/ Ministry Audit's as and when required. The expert advice for Audit compliances and Govt.

/ Ministry queries if needed to verify of reply against the Audit observations.

6. Internal audit should be done on the quarterly basis. Quarterly audit report should be submitted after completion of audit. Preparation and finalization of draft Annual Account of SFAC within the stipulated time.
7. There is no need to attend full time CA for concerned works.
8. Appearance for meetings whenever required.
9. Any others work as & when required.

Duration of Engagement

The CA firm selected would be initially for a term of one year and may be extended further period of two years subject to satisfactory delivery of services and management decision with the same fee & terms & conditions.

Qualification of the Firm

S. No	Particulars	Description	Supporting Documents to be upload only
1.	Years of establishment of the firm.	Firm must have registration certificate of the firm issued by the Institute of Chartered accountants of India and / or Institute of Cost Accountants of India with minimum of <u>10 years old or above (from the date of establishment to date of advertisement published).</u>	Registration certificate of the firm issued by the Institute of Chartered accountants of India and / or Institute of Cost Accountants of India. Information related to year of establishment of Head Office(s) & Branch office(s), addresses, contacts, details of partners and their membership nos. etc. as Indicated in the Certificate must be enclosed.
2.	Firm must have Head or the Branch office in Delhi/ NCR.	It is expected that the team working on this project/ assignment is based in Delhi/ NCR.	Declaration on letter head, that the team will be based in Delhi/ NCR and address of the Head/ Branch office should be mentioned with complete correspondence details.
2.	No. of Partners in the Firms.	Should have at least <u>2 FCA</u> with minimum <u>5 years</u> of experience <u>(As on the date of Publication of this Tender).</u>	Registration certificate of the firm/ individuals, issued by the Institute of Chartered accountants of India as Indicated in the Certificate must be enclosed.
3.	Experience of the firm in <u>Internal audit</u> of Govt./ PSU/ Autonomous Body during the three F. Y.	Firm must have experience of minimum <u>5 Internal audits</u> of Govt./ PSU/ Autonomous Body, during the recent three <u>F. Y. (2015-2016, 2016-2017, 2017-2018)</u>	Copies of <u>contract completion of work certificates</u> during the recent three <u>F. Y. (2015-2016, 2016-2017, 2017-2018)</u> must be enclosed.

4.	Average Turnover of the participants/ firms in three Financial Years.	During F. Y. (2014-2015, 2015-2016, 2016-2017) with minimum average turnover of 1 Crore per annum.	Copies of the audited annual accounts of the firm for the <u>F.Y. (2014-2015, 2015-2016, 2016-2017)</u> must be enclosed.
5.	The firm should be empanelled with <u>CAG</u>		Copies of <u>CAG empanelment certificates</u> must be enclosed.

Minimum Fee for the Assignment

The minimum fee for the assignment is Rs.1,13,000/- approximate per annum plus taxes.

Other Terms and Conditions of tender:-

1. In case the service of the firm is not found satisfactory, the SFAC reserves the right to cancel the contract any time.
2. The bidders should furnish a declaration in the given format (to be signed with company seal by the authorized signatory) that his firm has not been blacklisted by any Ministry/ Department/ Autonomous Body/ PSU/ or any other organisation.
3. The Tendering Authority/ SFAC reserves the right to accept any Bid and to annul the bid process and reject all the bids at any time/ prior to the award of the assignment, without assigning of any reasons.
4. Acceptance letter of tender terms in company letter head.
5. Tender documents copy with signed and company seal.
6. One firm is allowed to submit only one bid. If more than one bid is submitted by a firm, all the bids submitted by the firm will be rejected.

EMD

EMD of Rs.11,000/- (Eleven thousand only) will have to be submitted through **Demand Draft in favour of "SFAC"** payable at New Delhi without which the application shall be treated as incomplete and bid will not be opened. The EMD of the unsuccessful firms shall be released after completion of tender process.

Note

Please note that Demand Drafts of EMD and Tender Fee has to be separate

Security Deposit

EMD of the successful firm will be treated as security deposit and shall be released after completing the entire work.

Validity

The offer must be valid for 120 days.

Price Quote

The quoted fees should be inclusive of all taxes and duties, and all other charges including traveling expenditure, for the entire work. No amount shall be paid extra beyond the quoted fees.

Payment Terms

25% of total fees will be paid at the end of each quarter upon submission of bill, subject to completion of work milestones for the quarter to the satisfaction of SFAC.

TDS/ applicable taxes shall be deducted from the fees paid by the SFAC.

Evaluation of Bids

Bids that do not comply to terms and conditions, instructions, qualifications will be considered as non-responsive.

Bidder with the lowest quote (L1) among the responsive bids will be declared successful bidder.

In case there are more than one L1 bidders (Quoting same price), the bidder with highest average turnover of three F. Y. (2014-2015, 2015-2016, 2016-2017) will be considered the successful bidder.

Director (Project)

DECLARATION

It is declared that our firm namely M/s _____

_____ has not been blacklisted by any government ministry/ department, Public Sector Undertaking or Autonomous Body or any other organisation.

(Authorised Signatory)