

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 (As on the date of <u>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.