

Small Farmers Agribusiness Consortium

(Society promoted by Dept. of Agriculture, Cooperation & Farmers Welfare, Govt. of India)

5th Floor, NCUI Auditorium, August Kranti Marg, Hauz Khas,

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EXPRESSION OF INTEREST 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 of Ministry of Agriculture & Farmers Welfare implementing various schemes of Govt. of India. SFAC seeks to appoint a Chartered Accountancy firm for Internal Audit of the SFAC society for the year 2018-19. The details terms of work are as under:

1. Vouching, Ledger Scrutiny, Verification of Cash Book, Journal, Subsidiary Register & record, Deduction and accounting treatment of all receipts and payment.
2. Internal Audit of all scheme 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. Checking of Price Stabilization Fund/Procurement accounts
8. Preparation and finalization of draft Annual Accounts. Other relevant matters necessary to report together with suggestions for improvement

SELECTION CRITERIA (POINT ALLOCATION)

Sl. No	Particulars	Points to be allocated	Maximum Points	Supporting Documents
1.	Year of establishment of the Audit firm/ Limited Liability Partnership Firm.	a) 25 Years or more - 20 points b) 15-24 years -15 points c) Less than 15 years- 10 points Cut off date shall be last day of the month previous to month in which bids are invited.	20 (Twenty)	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, details of partners and their membership nos. etc. as Indicated in the Certificate.

2.	No. of Partners in the Firms/Limited Liability Partnership Firm who with the Firm for a minimum period of 1 year as on date of application.	a) 1 (One) for each Partner who is ACA/ACMA. b) 2 (Two) for each Partner who is FCA/FCMA.	20 (Twenty)	Registration certificate of the firm issued by the Institute of Chartered accountants of India and / or Institute of Cost Accountants of India.
3.	No. of Qualified Assistants (Chartered/Cost accountants) employed with the firm.	a) 2(Two) for each Qualified Assistant who is ACA/ACMA	20 (Twenty)	Copy of details filed with the Institute of Chartered/Cost Accountants of India.
4.	Experience of the firm in internal audit of PSU/Govt Autonomous Body during F.Y. 14-15, 15-16, & 16-17	4(Four) per PSUs/Govt Autonomous Body for Per Year.	20 (Twenty)	Copies of appointment orders for internal audit in any central /state PSU / Govt. Autonomous Body in evidence of experience.
5.	Turnover of audit firm in F.Y. 2016-17.	a) More than Rs. 300 Lacs = 20 points. b) Rs. 200-300 Lacs = 15 points c) Less Than Rs. 200 Lacs = 10 points d) Less Than Rs. 100 Lacs = 5 point	20 (Twenty)	The audited annual accounts of audit firm for F.Y 2016-17.
Only those firms who secure at least 70% and above marks as per selection criteria mentioned above shall be considered for opening of Financial bid.				

Applications are invited from the various reputed Chartered Accountancy Firm for appointment of Internal Auditor of this society for the Financial Year 2018-19 with full brief of the firm along with professional fee to be charged for the above work. The last date for receiving the application is 27.03.2018 at 5.00 PM may be forwarded to Director (Projects), SFAC in a sealed cover on the above address.

The EOI is to be submitted in **two separate sealed envelopes** (1. Technical Bid & 2. Financial Bid) and both the envelopes are to be placed in another **envelope**. This outer envelope is to be super scribed as "**EXPRESSION OF INTEREST**".



The Terms and Conditions:-

1. The CA firm selected would be for initial term of one year and subject to renewal for two more years thereafter.
2. In case the service of the firm is not found satisfactory after completion of first year, the SFAC reserves the right to cancel the contract for the second year.

3. The bidder should furnish a declaration in the format as at **Annexure- I** (to be signed by the authorized signatory) that his firm has not been blacklist by any Ministry/ Department/ Autonomous Body/ PSU/ any other organisation.
4. The Institute reserves the right to cancel any or all the quotations without assigning any reason thereof.

ANNEXURE- I

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.