

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 OF 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 for the 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>. Please refer to CPPP for detailed instruction for submission of the Bids.

Date of Publication of Tender	: 04.05.2018
Last Date for submission of tender	: 25.05.2018
Date of Bid Opening	: 28.05.2018
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)

The details of the work are as under:

1. Checking of Vouchers, Ledger Scrutiny, Verification of Cash Book, Journal, Subsidiary Register & records, Deduction and Accounting treatment of all Receipts and Payments.
2. Internal Audit of schemes implementing by SFAC.
3. Filing of quarterly TDS return (Salary/ Non Salary) and issue of Forms 16 & 16A quarterly basis.
4. Filing of Income Tax and GST Return of SFAC.
5. Checking of calculation of TDS on Salary and Non Salary payment.
6. Preparation and certification of information/ reports of expenditure and others as required by the Ministry from time to time.
7. Assistance at the time of Statutory Audit/ Govt. Audit. The expert advice for Audit compliances and preparation of reply against the Audit observations.

8. Preparation and finalization of draft Annual Account of SFAC within the stipulated time. Audit should be done on the quarterly basis. Quarterly audit should be completed within a month on completion of quarter.
9. Replies of Govt. observations/ queries related to funds and schemes if needed.
10. Appearance for meetings whenever required.
11. Any others work as & when required.

Duration of Engagement

The CA firm selected would be for initially on term of one year and subject to renewal for further two years is depends on the basis of their performance and management decision with the same fee & terms & conditions.

Qualification of the Firm

S. No	Particulars	Description	Supporting Documents
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.
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 and / or Institute of Cost Accountants of India.
3.	Experience of the firm in <u>Internal audit</u> of Govt./ PSU/ Autonomous Body during the last three F. Y.	Firm must have experience of minimum <u>5 Internal audits</u> of Govt./ PSU/ Autonomous Body, during the last three F. Y. (15-16, 16-17, 17-18)	Copies of <u>completion of work certificates</u> must be enclosed.
4.	Average Turnover of the participants/ firms	During last three F. Y. (15-16, 16-17, 17-18) with minimum	Copies of the audited annual accounts of the firm for last

	in last three Financial Years.	average turnover of 1 Crore per annum.	three <u>F.Y. (15-16, 16-17, 17-18)</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 with tender documents signed copy.
5. 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.

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

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 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 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 last three F. Y. will be consider 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)