

**AGRICULTURAL AND PROCESSED FOOD PRODUCTS EXPORT  
DEVELOPMENT AUTHORITY (APEDA)**

(MINISTRY OF COMMERCE AND INDUSTRY, GOVT. OF INDIA) 3<sup>rd</sup>  
FLOOR,NCUI BUILDING, AUGUST KRANTI MARG  
NEW DELHI – 110016

Applications are invited from qualified Chartered Accountants (CA)/Cost Management Accountants (CMA) firms having their presence in Delhi and registered with ICAI for at least 10 years for providing professional manpower for setting up of a Financial Advisory Unit (FAU) in APEDA for a period of 3 (Three) years which may further be extended upto 2 more years.

Applications in sealed covers should reach office of Director, APEDA at the above address within 21 days upto 5 p.m. of appearance of this advertisement. The eligibility criteria, scope of work and other details are available at APEDA website: [www.apeda.gov.in](http://www.apeda.gov.in) under the icon- Announcements.

## **(A) Agricultural and Processed Food Products Export Development Authority (APEDA)**

Agricultural and Processed Food Products Export Development Authority (APEDA), an apex organization under the Ministry of Commerce and Industry, Government of India, is mandated with the responsibility for Promotion and Development of the export of its scheduled products.

The Financial Advisory Unit (FAU) will primarily assist APEDA in overall financial planning/budgeting exercise, scrutiny of applications related to financial assistance scheme (FAS), assisting in annual audit process, formulation of SoPs, whenever needed, etc as elaborated in detailed scope of work section of the ToR.

Applications are invited from qualified Chartered Accountants (CA)/Cost Management Accountant (CMA) firms having their presence in Delhi and registered with The Institute of Chartered Accountants of India (ICAI) for at least 10 years for engagement as Financial Advisory Unit for a period of 3 (three) years further extendable up to 2 more years on the same terms and conditions.

## **(B) Letter of Invitation**

Request for Expression of Interest (REOI) for providing professional manpower for setting up of a Financial Advisory Unit in APEDA, Government of India, uploaded on Official Website of APEDA on **14.09.2023**. The last date of submission of proposals is **04.10.2023**.

It is further informed that the technical proposal received for the said scope of work will be opened in the presence of the duly constituted Evaluation cum Selection committee.

A bidder will be selected under the Combined Quality cum Cost Based Selection method (QCBS) with weightages of 60:40 (60% for technical proposal and 40% for financial proposal) and as per procedures described in this RFP. Minimum Qualifying marks in the Technical bid would be 42 out of 60.

APEDA reserves the right to update, amend and supplement the information in this document including the qualification process before the last date and time of receipt of bids, bidders are requested to visit APEDA website for Tender Document, corrigendum's, updates or any information related to the said tender from the Website <https://apeda.gov.in/apedawebsite/miscellaneous/Tender>

Keeping in consideration various factors like Professional fee prescribed by ICAI for the assignments, scope of the work and quality of the composition of the team members, the base cost of estimated cost for the work has been assessed at Rs.1,25,000/- per month (excluding GST). It is also stated that the Bids/applications indicating less than the estimate base cost (Rs.1,25,000/- excluding GST) will be out-rightly rejected.

## **(C) Pre-Qualification Criteria**

**(Eligibility criteria is to be decided on the basis of cutoff date of 14/09/2023)**

A pre-qualification criterion will be applied to short-list the bidders for technical and financial

evaluation and only the firms which qualify the basic terms and conditions shall be shortlisted for Technical Evaluation

### **1. Basic Terms and Conditions**

- i) Applicant firm should have their office functional in Delhi.
- ii) Neither the firm nor its partners or the entities related thereto have been adjudged insolvent or are facing insolvency proceedings.
- iii) No partner/ employee of the firm has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949 or is one against whom disciplinary sanction orders have been passed by the Public Companies accounting Oversight Board or NFRA.
- iv) The firm should not have been suspended/ debarred/ blacklisted by any Ministry/Department/Organization/Public Sector Undertakings on the date of opening of EoI.
- v) No undisputed statutory demand are pending against the firm.
- vi) The firm shall be required to submit a Performance bank guarantee (PBG) /demand draft / Payorder / Bank transfer of Rs.1,00,000/- ( Rupees One Lakh) as performance deposit. The PBG/EMD of the successful firm shall be converted into performance guarantee and shall be retained with APEDA for the contract duration.
- vii) The firm should have been in existence for minimum 10 years. The requisite document in support is to be enclosed along with profile of the firm.
- viii) The firm should have at least 5 working partners in India out of which atleast 3 partners should be FCA.
- ix) Applicant firm should have experience of statutory audit allotted by RBI .
- x) The firm should have at least 3 years of working experience in atleast 3 Government organizations/ PSUs.
- xi) Applicant firm must be empaneled with CAG of India and have conducted a minimum of 1(one) CAG audit assignments in last 3 years (during 2020-23).
- xii) The firm should have a minimum annual average turnover of Rs.50 Lakhs (Rupees Fifty Lakhs) during last three years including FY 2022-23 (On basis of GST Returns).
- xiii) The firm should be registered with the Goods and Service Tax department for its Delhi office.

- xiv) The selected firm, herein referred as **SECOND PARTY**, shall engage **One** Chartered Accountant with atleast 5 years of post qualification experience along with **2 Audit Assistants** (CA inter qualified) to be deployed on daily basis at APEDA office: 3rd Floor, NCUI Building, 3 Siri Institutional Area, August Kranti Marg, New Delhi – 110016, who will be working on full time basis from 9:30 a.m. to 5:30 p.m. (as per office timings) to establish the FAU and to carry out the assigned tasks as stipulated in 2 (iii). The firm assigned personnel will ensure quick disposal of assigned work within the stipulated time frame. However, in urgent situations, the firm may work on holidays to clear backlog without any additional financial incentive. Attendance of the firm assigned personnel shall be maintained at APEDA and in case of absence of the required number of officers proportionate fee will be deducted.
  
- xv) The applications indicating less than the minimum monthly remuneration shall be outrightly rejected at the time of evaluation of financial bid of successful bidders.

## **2. Other Terms and Conditions**

- i) APEDA shall provide proper infrastructure including but not limited to work space, work stations, printers and printing /stationary items at their work location for smooth and effective working of the team.
- ii) APEDA can seek additional member from the firm and for such additional work force the proportionate remuneration shall be paid.
- iii) The firm shall raise the bill on monthly basis on or before 10<sup>th</sup> day from end of month and such bill shall be paid within next 10 days.
- iv) That the assignment shall nowhere create any employer/employee relationship with APEDA and team members of the firm.
- v) That APEDA shall nowhere be liable to pay the ESI/ PF or other statutory dues ( if applicable ) of the team members and that liability shall be solely on the firm and its partners only.
- vi) APEDA can ask for replacement of any member of the team and the firm shall be duty bound to follow such instruction/ requests.
- vii) APEDA shall deduct tax at source under the provision of Income Tax Act as well as Goods and Services Tax Act.

## **(D)Evaluation Criteria**

The selection shall be based on two stage process (**Technical and Financial**)

- i) Firms found eligible as per eligibility criteria shall be evaluated based on evaluation criteria. To qualify for next stage the firm has to score **minimum 42 marks out of total of 60 marks** in technical evaluation stage.
- ii) Top 5 firms out of technically qualified firms may be called for the Presentation and opening of the financial bids.
- iii) The successful/ qualified applicant firm shall be informed through an email as well as registered post.

## (E)Final Evaluation Procedure

### 1. Technical Evaluation

Criteria for Technical Bid Evaluation , cutoff date would be 14.09.2023 for all experience calculations.

S.No.	Parameters	Score	Max Marks
1	Experienceofthefirm/Existence-No.ofyears		<b>15</b>
	• Less than 10 years	Disqualified	
	• 10-15 years	10	
	• Above 15 years	15	
2	No of Fellow Chartered Accountant (FCA) with firm		<b>10</b>
	• Less than 3	Disqualified	
	• 3 to 5	6	
	• More than 5	10	
3	<b>Experience of the firm</b>		<b>20</b>
	<b>a) CAG Audits</b>		<b>10</b>
	• Nil	Disqualified	
	• 1-3 years	6	
	• More than 3 years 2 points each for each year of experience , maximum4points	4	
	<b>b) Experience in the field of financial consultancy services, internal auditors,</b>		

	preparation of SoPs/Audit and accounts manual etc, in Government /Semi Government /Autonomous bodies /State Societies/PSU		10
	• Less than 3 assignments	Disqualified	
	• 3- 5 assignments	5	
	• 5+ assignment, 2 marks each for each assignment to a maximum of 10 marks in total.	10	
4	<b>Turnover of the Firm (Annual Average for last 3 Years)</b>		<b>15</b>
	Turnover less than 50 Lakhs	Disqualified	
	Turnover between 50 Lakhs to 70 Lakhs	10	
	Incremental turnover above 70 Lakhs , 1 point each for each 10 Lakhs , maximum points 5	5	
	<b>Maximum Marks</b>		<b>60</b>

## 2. OPENING OF FINANCIAL BIDS

The marking will be done on technical criteria. The vendors who secure minimum 70% marks (42 out of 60 marks) in technical bid will be short listed and only their financial bids shall then be opened. Financial bid will carry a maximum of 40 marks.

The calculation of marking will have the following method:

$L1 = 40$  marks

$L2 = 40 \times L1$  (the cost quoted by L1)/L2 (the cost quoted by L2) and in similar fashion for L3, L4 etc. (depending on no. of parties).

After the financial marks are obtained the technical and financial marks will be added up and the bidder scoring highest aggregate marks will stand selected.

Selection Committee reserves the right to withdraw the announcement, accept or reject any or all the bids at any time prior to award of contract/order, without assigning any reasons and without incurrance of any liability on APEDA. APEDA also reserves the right to negotiate the prices with the selected bidders to bring down the prices or add more facilities.

## **(F) Final award of contract**

Total of the marks at two stages shall be added and the firm securing maximum marks shall be declared as H-1 and shall be eligible for awarding the contract.

## **(G) Scope of work- Task to be carried out:-**

### **(i) Objective:-**

To assist APEDA, herein referred as **FIRST PARTY**, to set up a Financial Advisory Unit (FAU) in streamline all processes and strengthen Budget & Finance by advising on financial and taxation matters.

### **(ii) Tasks to be carried out by the FAU:-**

Providing support and Guidance in

1. Preparation of documents/manuals/SoPs related to:
  - a) Accounts and Administration for APEDA.
  - b) Internal control mechanism.
  - c) Internal audit procedure mechanism.
2. To assist in overall financial planning/ budgeting exercise for the Authority and examining that the proposals are within the budget.
3. Examining/ devising and suggesting ways and means to increase revenue for the Authority.
4. Assisting in formulating of SoPs for various processes/ activities like participation in fairs (setting of norms), sending samples to embassies (setting norms for the same), etc.
5. To assist in preparing the mechanism for control of fixed assets of APEDA including and carry out internal audit of fixed assets of APEDA on annual basis.
6. Analysis and vetting of contracts from financial point of view as and when required.
7. To examine cases of financial assistance claims of the exporters under the Financial Assistance Scheme of APEDA and recommendation on making payments as per the Scheme Guidelines.
8. To examine and provide financial concurrence on the Non Plan proposals of APEDA.
9. Assistance in Determining the tax implications of APEDA and its employees including suggestions on clarifications/demands raised by different authorities for earlier years and assisting in settlement thereof as and when required.
10. Advice on direct and indirect tax related matters and ensuring the filing all types of statutory tax returns on time.

11. Checking of Reconciliation of bank accounts and related financial statements
12. Analysis of the financial statements as and when required.
13. To advise on accounting and financial matters and policies as and when required.
14. To ascertain and report the extent of compliance with established polices, plans and procedures in financial matters as and when required
15. To recommend operational improvement in financial aspects, as and when required.
16. To carry out inspection, reconciliation, reviews and appraisal of financial statements including scrutiny of vouchers of APEDA of its head office and its regional offices. In case any outstation travel is required to be undertaken, charges for the same shall be paid as per TA/DA Rules as amended from time to time
17. To ensure compliance in respect of certificate(s) for financial assistance as per mandatory performa devised under Financial Assistance Schemes of APEDA.
18. Assisting APEDA in handling and dropping C&AG half margins and paras in time bond manner. Along with assisting in the conduct of audits carried out by CAG, DoC, etc.
19. Any other work in consultation with the firm related to financial matters assigned by APEDA.

The decision and the views of the **FIRST PARTY** in the above matters will be considered as final.

**(iii) Support from APEDA:-**

Assigning one of the official as representative of APEDA, who shall act as a coordinator between APEDA and the Financial Advisory Unit (FAU).

Allocation of various assignments/ specific job responsibilities to the **SECOND PARTY** (Financial Advisory Unit) keeping in mind their professional skills, etc., would be at the sole discretion of the **FIRST PARTY**.

Further, either of the two parties can terminate the contract by giving One (1) month notice or payment of equivalent amount of consultancy fee in lieu thereof.



## **(H) Guidelines for submission of technical and financial bids**

**Sealed technical and financial bids on firm's letter heads in separate sealed covers are required to be submitted within 21 days from the date of release of this advertisement. It may be noted that conditional bids are not allowed and would be rejected summarily.**

**Cover 1: Technical Bid: Superscribe as "Technical Bid for engagement as Financial Advisory Unit" to include the following information/documents on firm's letterhead:**

- i) Brief profile of the firm with past experience along with supporting documents in support of experience.
- ii) Duly signed and verified copy of the compliance of Basic terms and conditions by firm to make it eligible for bidding.
- iii) A duly signed and verified self evaluation sheet of the Technical criteria by the firm and supporting documents in support therewith.
- iv) Date of establishment along with a self attested copy of firm constitution certificate issued by ICAI.
- v) Details of partners of the firm with membership no , status FCA/ACA, and their association with the firm . (To match with the Constitution certificate )
- vi) Annual turnover of the firm for each of the last three years i.e. 2020-21, 21-22 and 2022-23 . A CA certificate in support of the turnover be provided.
- vii) Last audited balance sheet of the firm.
- viii) Delhi GST Number of the Firm (attach self certified copy).
- ix) RBI empanelment Unique code no and document in support of category of the firm.
- x) CAG Registration No and proof of document in support of CAG audit experience.
- xi) A self certified undertaking for mandatory terms and conditions.
- xii) Performance bank guarantee (PBG) /demand draft / Payorder / Bank transfer for Rs. 1,00,000/- (Rupees One Lakh only) in favour of "APEDA" payable at New Delhi.
- xiii) Any other information in support of firms eligibility or technical evaluation criteria.
- xiv) Name and signatures with seal and FRN on each page of the bid document as well as supporting document.
- xv) A self declaration on the letter head of the firm that all the information and documents furnished in support of the bid is true , correct and bonafide.

**Cover 2: Financial Bid: Superscribeas “Financial Bid for engagement as Financial Advisory Unit” in the following format on firm’s letterhead:**

**Lump Sum Monthly Fee for the assignment excluding GST**

The Financial Quotation should be on monthly basis in Indian Rupees. All applicable taxes shall be paid separately.

The outer sealed cover containing cover 1 and cover 2 as indicated above should be superscribed with “**Technical and Financial Bid for engagement** as Financial Advisory Unit” and should have the name, Postal Address, Fax, E-mail, Telephone number of the firm.

**(I) Pre-bid meeting:**

A pre offer meeting shall be held on 22nd September, 2023 at 1100 hrs at APEDA office- NCUI Building 3, Siri Institutional Area, August Kranti Marg, New Delhi - 110 016 prior to the starting of the process in order to understand the scope of work of APEDA. All the interested firms are requested to attend this meeting to have clarity before submitting their offers to APEDA. Firms not participating in the pre offer meeting will however be eligible to submit their technical and financial offers.