

Small Farmers Agribusiness Consortium

(Society sponsored by Dept. of Agriculture,
Cooperation & Farmers Welfare, Govt. of India)
5th Floor, NCUI Auditorium Building,
August Kranti Marg, Hauz Khas, New Delhi – 110016
Tel No.011-26966017, 011-26966037, 011-41060075 Fax: 011-26862367
E-mail: accounts@sfac.in Website: www.sfacindia.com

APPLICATIONS INVITED (SINGLE BID SYSTEM) FOR APPOINTMENT OF CHARTERED ACCOUNTANCY FIRM FOR INTERNAL AUDIT OF SFAC FOR THE FINANCIAL YEAR OF 2020-21

Small Farmers Agri Business Consortium (SFAC), NCUI Auditorium Building 5th Floor, August Kranti Marg, Hauz Khas, New Delhi is a registered Society under 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 2020-21. SFAC invites sealed quotations from reputed and competent Chartered Accountancy Firms for Internal Audit of SFAC. Applications can be downloaded from our website www.sfacindia.com.

Last Date for submission of applications 31.03.2021

Tender Reference no. SFAC/3-36/F&A/2002/ACCTS

The details of the work scope 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 all schemes implementing by SFAC, audit should be done on the quarterly basis. Quarterly audit should be completed within a month on completion of quarter.
3. Filing of quarterly TDS return (Salary/ Non Salary) and issue of Forms 16 & 16A on quarterly basis.
4. Filing of Income Tax 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.
9. Replies of Govt. observations/ queries related to funds and schemes if needed.
10. Any others work as & when required.

Critical Dates		
1	Publish Date	11.03.2021 18:00 HRS
2	Document Download / Sale Start Date	11.03.2021 18:00 HRS
3	Document Download / Sale End Date	30.03.2021 15:00 HRS
4	Clarification/ Queries Start Date	12.03.2021 10:00 HRS
5	Clarification/ Queries End Date	19.03.2021 15:00 HRS
6	Bid Submission Start Date	22.03.2021 11:00 HRS
7	Bid Submission End Date	31.03.2021 16:00 HRS
8	Bid Opening Date	31.03.2021 16:30 HRS

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.

Mandatory terms for participating

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 10 years old or above (from the date of establishment to date of advertisement published) .	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.
3	No. of Partners in the Firms.	Should have at least 2 FCA with minimum 5 years of experience (<u>As on the date of Publication of this Advertisement</u>).	Registration certificate of the firm/ individuals, issued by the Institute of Chartered accountants of India and / or Institute of Cost Accountants of India.
4	Experience of the firm in Internal audit of Govt./ PSU/ Autonomous Body during the last three F. Y.	Firm must have experience of minimum 5 Internal audits of Govt./ PSU/ Autonomous Body, during the last three F. Y. as mentioned (2017-2018, 2018-2019, 2019-2020)	Copies of completion of work certificates must be enclosed.
5	Average Turnover of the participants/ firms in last three Financial Years.	During last three F. Y. as mentioned (2017-2018, 2018-2019, 2019-2020) with minimum average turnover of 1 Crore per annum.	Copies of the self-attested annual accounts of the firm for last three F. Y. as mentioned (2017-2018, 2018-2019, 2019-2020) must be enclosed.
6	The firm should be empanelled with CAG	Copies of empanelment in FY 2018-2019, 2019-2020 & 2020-21 CAG empanelment certificates	Certified copy must be enclosed.
7	Contract Acceptance Letter & Tender Document copy	Contract Acceptance Letter only on company letter head duly signed/ stamp along-with signed/ stamp copy of Tender Document.	

Minimum Fee for the Assignment

The minimum fee for the assignment is Rs.1,13,000/- (Rupees One Lakh & Thirteen Thousand Only) approximate per annum plus applicable 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 along-with tender documents signed/ duly stamp 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.
6. The relaxation under the MSME or any other approved categories will be given to those Bidders on EMD, whose are registered and submitting certified evidence.

EMD

EMD of Rs.11,000/- (Rupees Eleven Thousand Only) will have to be submitted by way of Demand Draft in favour of “**SFAC**” payable at **New Delhi**, Without which the application shall be treated as incomplete/ rejected and bid will not be opened, except for those, which are registered under MSME or they have any exemption certificate, under act of Govt. of India (relaxation will be depends on evidence submission and acceptance of committee). The EMD of the unsuccessful firms shall be released after completion of tender process on submission of request letter on letter head for releasing of the same.

Performance Security Deposit

EMD of the successful bidder will be treated as performance security deposit and exempted firms have to submit separate and shall be released after completion of tenure of work contract, assigned by SFAC.

Price

The quoted fees should be inclusive of all taxes. 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 on 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.

Submission of Proposal

Proposal can be submitted in two separate envelopes one for technical and one for financial and those both envelopes should be place in another one sealed envelope with superscript of **“APPLICATIONS INVITED (SINGLE BID SYSTEM) FOR APPOINTMENT OF CHARTERED ACCOUNTANCY FIRM FOR CONDUCTING INTERNAL AUDIT OF SFAC FOR THE FINANCIAL YEAR OF 2020-2021”**.

Evaluation of Bids

Criteria for Evaluation of Technical bid:

The Evaluation Committee will evaluate the Technical bids on the basis of Eligibility criteria as mentioned in mandatory terms in tender documents. Bids that do not comply with terms and conditions, instructions, qualifications, failing to submit tender fee/ EMD will be considered as non-responsive.

Criteria for Evaluation of Financial bid:

Financial bids of only those Agencies which are declared technically qualified shall be opened on the specified date and time, in the presence of representatives of bidders who choose to attend.

Method of Selection:

In deciding the final selection of the agency, the price bids of only those agencies who qualify technically will be opened and the bid with the lowest cost will be considered only after approval of Competent Authority for award of contract.

Note: - In case there are more than one lowest quote L1 bidders (Quoting same price), the bidder with the highest average turnover of last three F. Y. as mentioned in tender document will be consider the successful bidder.

Deputy Director (Admin)

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)