

# SMALL FARMERS' AGRI-BUSINESS CONSORTIUM

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## **EOI (Expression of Interest) for appointment of Chartered Accountancy Firm for providing the services of Chartered Accountant.**

Small Farmers Agri-business Consortium (SFAC) is a registered society of Ministry of Agriculture and Farmers Welfare. SFAC is implementing Central Govt. Schemes and therefore requires professional and qualified CA to manage the Funds, Investments and Accounts of the schemes. SFAC invites experienced Chartered Accountancy Firm for providing Consultancy services (Full-time) of Chartered Accountant (with two year post qualification experience) initially for a period of one year for its Head Office at New Delhi.

Interested firms fulfilling the eligibility criteria may submit online through e-Procurement portal as per the details given in the EoI. The process involves two bids i) Technical bid & ii) Financial bid. Firstly, the technical bids will be opened. Financial bids of only those bidders who have been technically qualified shall be opened for selecting the successful bidder for awarding the contract.

Date and Time of Publish	30.10.2019 at 18:00 hrs
Document Download Start Date and Time	31.10.2019 at 09:00 hrs
Bid Submission Start Date and Time	31.10.2019 at 12:00 hrs
Bid Submission End Date and Time	11.11.2019 at 18:00 hrs
Bid Opening Date and Time	13.11.2019 at 15:00 hrs
Tender Fee ( <b>Non Refundable</b> ) in the form of Demand Draft in favour of "SFAC" payable at New Delhi)	Rs.1,000/- (Rupees One Thousand Only)*
EMD (Earnest Money Deposit) ( <b>Refundable</b> ) in the form of Demand Draft in favour of "SFAC" payable at New Delhi)	Rs.10,000/- (Rupees Ten Thousand Only)*

\*Tenderer must have to deposit their Original Financial Bids, Tender Fee and EMD (each in separate sealed envelope) on or before the last date of tender at above mentioned address.

EoI can be downloaded from Central Public Procurement Portal (CPPP), <https://eprocure.gov.in/cppp> and SFAC website [www.sfacindia.com](http://www.sfacindia.com). Please refer to CPPP for detailed instruction and submission of the Bids.

The bids shall be submitted only through online mode at Central Public Procurement Portal (CPPP) of Government of India: <http://eprocure.gov.in/eprocure/app>.

All further notifications/ amendments, if any, shall only be posted on websites mentioned above.

### **Period of Contract**

Contract is initially for one year and may be extended further on yearly basis subject to satisfactory performance and on same fee and terms & conditions.

**Eligibility Criteria of the Firm (for Technical bid)**

S. No	Particulars	Description	Supporting Documents to be upload only
1.	Years of establishment of the firm.	Firm must have registration certificate issued by the Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India with minimum of <b>10 years old or above</b> (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 Branch office in Delhi/NCR.	It is expected that the team working on this project/assignment is based in Delhi/NCR.	The CA firm head office or branch office must be available in Delhi and NCR. Registration of the firm in Delhi & NCR may be enclosed.
3.	No. of Partners in the Firms.	Should have at least <b>2 FCA</b> with minimum <b>5 years</b> of experience(As on the date of Publication of this Tender).	Registration certificate of the firm/ individuals, issued by the Institute of Chartered accountants of India as Indicated in the Certificate must be enclosed.
4.	Average Turnover of the participants/ firms in last two Financial Years.	During <b>F. Y. (2017-18 &amp; 2018-19)</b> with minimum average turnover of Rs. 1.00 Crore per annum.	Copies of the audited annual accounts of the firm for the <b>F.Y. (2017-18 &amp; 2018-19)</b> must be enclosed.
5.	The firm must be empanelled with <b>C&amp;AG</b>		Copies of <b>C&amp;AG empanelment certificates</b> must be enclosed.

**Financial bid:**

Financial bids of only those bidders who have been technically qualified shall be opened for selecting the successful bidder. In case, the fee of the two and more bidders shall be same, the evaluation of financial bid will be finalized on the basis of highest turnover of bidder for the financial year 2018-19.

S. No	Particulars	Percentage	Amount (In Rupees Only)
1.	Consolidated Monthly Salary of CA to be deputed to SFAC (including all liabilities, perks etc.)		
2.	Monthly Service charge of the firm (Percentage of S.No.1 in Rupees)	In percent ( <input type="text"/> %)	
3.	GST (as applicable in Rupees)	In percent ( <input type="text"/> %)	
4.	<b>Grand total in figure (Rs.)</b>		
5.	<b>Grand total in words {Rupees _____ (This shall be fill in the price bid and also submit in hard copy to above address) _____ Only}</b>		

### **Minimum Fee for the Assignment**

The minimum fee for the outsourcing of CA firm is Rs.40,000 to 50,000 per month plus applicable taxes and charges.

### **Job Profile to be assigned to CA**

- a) Fund flow statement
- b) Investment of unutilized fund from time to time
- c) Attending meeting with Department of Consumer Affairs on weekly and as and when required.
- d) Preparation of Procurement related data and monthly report of fund manager account.
- e) Reconciliation of the data received from the agencies (like NAFED, MMTC, FCI, STC) related to fund manager account.
- f) Weekly report of the fund manager account
- g) Monthly Profit & Loss Statement
- h) Reply of information related to procurement and fund manager account to the Concerned Ministry.
- i) Visit to Income Tax Department for Income Tax related matters.
- j) Filing of online GST return.
- k) Other works as assigned by the Senior Officers.

### **Terms & Conditions for CA firm**

1. The CA firm shall certify the veracity of statements / reports generated during period of contract.
2. The firm shall be responsible for acts of omission / commission of CA deputed to SFAC.
3. The CA deputed to SFAC has no right for employment / absorption in SFAC and shall not claim any rights / benefits offered to regular or other contractual employees.
4. If the performance of the CA deployed by CA firm is not satisfactory, the firm has to give replacement in his or her place as well as in case of other staff deployed by CA firm.
5. The firm shall not change the deployed CA without the consent of SFAC.
6. The firm should give the bill (in triplicate) about monthly remuneration. Based on the attendance sheet maintained by SFAC, the remuneration will be paid.
7. The firm shall be responsible for maintaining all documents required as per law for providing the service and SFAC shall not be responsible for any failure on the part of agency.

## **Terms & Conditions for CA deputed to SFAC by the firm**

**Leave:** During engagement the CA is entitled for 12 days leave in a calendar year on pro-rata basis.

**TA/DA:** He / She shall be allowed to take domestic tour as required by the duties for which TA/DA and Hotel Accommodation shall be paid as per policy of SFAC. Tours will be subject to approval of competent authority. Claims will be settled subject to extant Government rules.

**Confidentiality of Data & Documents:** CA will not divulge any information, data or reports/documents handled as part of your work to any party / person for pecuniary gains or even otherwise, without the prior approval of Competent Authority.

**Conflict of Interest:** CA shall in no case represent or give opinion or advice to others or indulge in any activity which is adverse to the interests of the SFAC.

**Working Hours:** To follow the normal working hours as prescribed (i.e from 9.00 AM to 5.30 PM). However, as per the exigency of works, the CA has to sit late to complete the time bound work and may be attended office during weekly holidays also.

**Termination of Contract:** The Chartered Accountant firm or SFAC can seek for termination of the Contract upon giving 1 month's notice in the normal course to SFAC. However, SFAC can terminate the contract without providing any reason thereof at any time.

**Performance Security:** The successful bidder shall be required to submit performance security of Rs. 30,000/-, may be furnished in the form of bank draft/ pay order in favour of "SFAC, payable at New Delhi" within one week on awarding the contract/work order.

## **General Terms & Conditions**

- i. SFAC reserves the rights to cancel the EoI without assigning any reason at any point of time.
- ii. If the agency fails to accept the contract or withdraws during the tender period, EMD shall be forfeited. However, EMD of the non selected agencies shall be returned within 30 days after the award of contract to the L1.
- iii. The contracting party should sign agreement within 15 days of award of contract.
- iv. The performance security should be valid beyond 60 days of contract period.
- v. The validity of bid is 60 days from the last date of submission of tender.
- vi. The bids shall be submitted only through online mode at Central Public Procurement Portal (CPPP) of Government of India: <http://eprocure.gov.in/eprocure/app>.
- vii. All further notifications/ amendments, if any, shall only be posted on websites mentioned above.
- viii. Any dispute is subject to jurisdiction of Delhi.

**MANAGING DIRECTOR**