



National Fisheries Development Board

(An Autonomous Body under the Government of India,
Ministry of Agriculture, Department of Animal Husbandry, Dairying and Fisheries)
'Fish Building', Near Pillar No: 235, PVNR Expressway, SVP National Police Academy
Post, Hyderabad-500 052, Website:nfdb.gov.in
Email: info.nfdb@nic.in Ph. No:040-24000177/201

NO.NFDB//Fin/ 272 /SA/2018

Dated: 13.06.2018

SELECTION OF STATUTORY AUDITORS - REQUEST FOR PROPOSAL

NFDB invites proposals from firms of Chartered Accountants empanelled with C&AG and meeting conditions of eligibility for the work of Statutory Audit of Accounts and Tax Audit of NFDB for the Financial Year 2017-18. The terms of reference and other details including the last date are given in the Board's website:nfdb.gov.in Last date for filing of tenders is 29.06.2018

Sd/-
Executive Director(Finance)

8X5=40



**An Autonomous Body under the Government of India,
Ministry of Agriculture, Department of Animal Husbandry, Dairying and Fisheries
'Fish Building', Near Pillar No: 235, PVNR Expressway, SVP National Police Academy Post,
Hyderabad-500 052, Website: nfdb.gov.in
Email: info.nfdb@nic.in Ph. No:040-24000177/201**

Request for Proposal

(For Appointment of Chartered Accountants Firms for Statutory Audit of Accounts and Tax Audit services for National Fisheries Development Board for the Financial Year 2017-18)



**An Autonomous Body under the Government of India,
Ministry of Agriculture, Department of Animal Husbandry, Dairying and Fisheries
'Fish Building', Near Pillar No: 235, PVNR Expressway, SVP National Police Academy Post,
Hyderabad-500 052, Website:nfdb.gov.in
Email: info.nfdb@nic.in Ph. No:040-24000177/201**

Ref: NFDB/Fin/SA/272/18-19

Dt.07.06.2018.

**SELECTION OF CHARTERED ACCOUNTANT FIRMS FOR STATUTORY AUDIT AND TAX
AUDIT SERVICES- REQUEST FOR PROPOSAL**

National Fisheries Development Board, Hyderabad hereby invites proposals from Chartered Accountants' firms meeting the minimum eligibility criteria for providing Statutory Audit and Tax Audit Services for the Financial Year 2017-18.

The details about the background of the Organization, scope of work, terms of reference, and the eligibility criteria for selection of the C.A. firms are available with the National Fisheries Development Board and their website:<http://nfdb.ap.nic.in>

Important Dates:

Last date for submission of proposal to NFDB :29.06.2018
Date of opening of technical & Financial bid :02.07.2018

Venue for opening of Tenders would be held at NFDB Conference Hall II floor, Fish Building, Near Pillar No.235, PVNR Expressway, post: S.V.P National Police Academy, Hyderabad -500 052.



National Fisheries Development Board
Fish Building, Near Pillar No.235, PNVR Expressway, Post:
Hyderabad-500052

Ref: NFDB/Fin/SA/272/18-19

Dt. 07.06.2018.

**SELECTION OF CHARTERED ACCOUNTANT FIRMS FOR STATUTORY AUDIT AND TAX
AUDIT SERVICES- REQUEST FOR PROPOSAL**

Sub: For Appointment of Chartered Accountant firms for Audit, Taxation services for National Fisheries Development Board (NFDB) for the financial years 2017-18.

Terms of Reference (ToR)

Section I - Background

1. National Fisheries Development Board (NFDB) is an autonomous organization registered under Societies Registration Act of Government of Andhra Pradesh, in 2006 under the administrative control of the Dept of Animal Husbandry, Dairying & Fisheries, Ministry of Agriculture and Farmer's Welfare Government of India, to work towards a Blue Revolution with a focus on increasing the fish production of the country to achieve doubling of exports and additional direct employment in fisheries sector.

2. The broad areas of activities of NFDB are:

- Intensive Aquaculture in Ponds and Tanks
- Reservoir Fisheries
- Coastal Aquaculture
- Sea Weed Cultivation
- Fish Dressing & Solar Drying
- Mari culture
- Deep Sea Fishing & Tuna Processing
- Infrastructure for post harvest processing
- Domestic Marketing
- Other activities & Administrative Expenses

3. The Average turnover of the Board is 100 crores

4. **Institutional and Funding Arrangements:** For the implementation of the activities under the above-mentioned areas, Ministry of Agriculture established NFDB in Hyderabad. Program implementation is done through the Fisheries Departments of State Governments, Union Territories, KVKs, Training Institutes and PSUs/Corporates. The proposals for these activities received from the beneficiaries through State Fisheries Departments are considered for release of funds. The funds are released through State Fisheries Departments. For HRD activities the funds are released to the reputed Training Institutions (like ASCI, NIRD, MANAGE, FISHCOPFED etc) for imparting training to State Fisheries departmental officials, fishermen societies, Self-Help Groups of women and Transfer of Technology.

5. **Funding & Accounting Arrangements:** The funds are received in form of Grants-in-aid from the Ministry of Agriculture under the 5-Year Plans. The funds are transferred by the MoA to the Current account of NFDB through RTGS in staggered manner, basing on the progress of expenditure within the umbrella sanction of the NFDB program. The funds are released by the Finance Division through the mode of Cheque/DD/RTGS, on the authority of sanction order issued by competent authority. Only small/petty amounts are paid/received in cash. The accounts are maintained in Tally software package and the cash & final accounts (I&EA,R&P/BS) are taken out from the system.

6. **Development Projects:** NFDB also participates in the development projects relating to fisheries activities like Shrimp Seed Multiplication Centre, modernization of fishing harbors, fish feed mills, nylon-net making units, Fish Festivals etc through Financing, Equity Participation, Subsidizing, PPP modes. The Guidelines approved by the Governing Body (headed by the Hon'ble Union Minister for Agriculture) will envisage the modalities of financing and other conditions.

Section II

7. **Objectives of Statutory Audit services:** The independent Statutory Auditors shall verify the Accounts of the Board and give their independent audit report on the financial statements to the NFDB

8. **Standards:** The Accounting Standards as laid by the Institute of Chartered Accountants of India, General Financial Rule,2017 and other Rules of Govt. of India be base to be critically examined and followed.

9. Scope of work:

1. **Statutory Audit:** The Auditors are appointed under the Bye-Laws of the NFDB and they shall conduct statutory audit of accounts of the Board in accordance with the accounting principles as prescribed by the Institute of Chartered Accountants and Govt. of India under General Financial and other Rules from time to time. They shall prepare the Statutory Audit Report and submit the same to the NFDB for consideration and approval by the Board.
2. **Tax Audit:** Tax Audit U/s 44AB has to be conducted and report has to be submitted and related filing to IT Department
3. **Filing of I T Returns:** I T R 7 has to be file within due date. Form-10B/Form-10/ Form-9 any other I T Forms has to be filed before I T authorities whenever required.

10 Eligibility Criteria:

- 1)The firm must be empanelled with C&AG and ICAI;
- 2) The firm shall have at least 2 full time partners who are fellow members of the ICAI for a period not less than 3 years (as per certificate of ICAI:
- 3)The firm should have conducted statutory Audit for at least three Corporate entities/Societies/PSU/Autonomous bodies having more than 75 crore turnover in computer environment, using accounting package Tally.
- 4) It is informed that firms with only above Audit experience only be considered.
 - a) The participating CA Firms may note that NFDB reserves the right to select, reject or totally cancel the entire process, without assigning any reasons whatsoever and without prior notice. No telephonic enquiries/correspondence will be entertained in this regard.
 - b) It is informed that the performance of a Firm will be reviewed every year and the right to

continue or discontinue the services is exclusively reserved with NFDB.

c) Legal jurisdiction for settlement of disputes, if any, is Hyderabad.

d) Supporting Documents for Eligibility Criteria: The Following Supporting, documents must be submitted by the firm along with the technical proposal.

(i) The firm must submit an attested copy of Certificate of ICAI and C&AG.

(ii) The firm must submit a copy of the appointment letters from the organizations and documentary of auditing firms with a turnover of more than 75 crore for at least 3 years.

(iii) Other documents as per Form 7-2.

Section IV: The firm or any partners of the firm should not be black-listed by any PSUs or Govt. Co. or any other organization in respect of any assignment or behavior. [Self attested affidavit on Rs. 100/- stamp paper to be given in this regard by the authorized person of the firm].

Section V -

Guidelines for Submitting the Proposals:

A. General Guidelines:

Agencies are required to submit the proposal as per the guidelines and formats detailed out in the following paras:

i. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, and with a warning "Do NOT OPEN WITH THE TECHNICAL PROPOSAL." The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment, and be clearly marked "Do NOT OPEN, EXCEPT IN PRESENCE OF THE SCREENING COMMITTEE FOR AUDIT". NFDB shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

ii. The firm shall give an undertaking that the team members are proficient in conducting internal audit.

iii. All firms must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial Proposal.

iv. Financial proposals submitted by the firm should be valid for 6 months from the date of submission of the proposal by the firm.

V. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorized signatory of the firm.

- vi. All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.
- vii. NFDB reserves the right to accept or reject any application without giving any explanation and change the evaluation criteria as per its requirements in the interest of the organization.

B. Technical Proposal:

- i. Letter of Transmittal (Form T-1)
- ii. Details of the Firm along with Details of Partners (Form T-2),
- iii. Details of Qualified Staff & Semi-qualified Staff (Form T-3),
- iv. The firm should provide the Curriculum Vitae of the key personnel (experts) who would be leading the audit team/overall Audit assignment.
- v. Brief of the relevant experience (Form T-4)
- vi. Comments & suggestions on the TOR (Form T-5)

C. Financial Proposal:

- I. The financial bid shall be submitted only for the professional fee to be charged by the firm. This fee shall be exclusive of the taxes as applicable. The taxes, as applicable (GST), shall be paid by NFDB separately on submission of final bill by the CA firm. TDS will be deducted as applicable. The financial bid shall be submitted as per Form F-1.
- ii. Travel Cost for visit to the NFDB office for undertaking the assigned task shall be borne by the CA firm only. No TA/DA will be paid by the NFDB in this regard.

Letter of Transmittal

To,
The Chief Executive,
Fish Building, Near Pillar No.235
PNVR Expressway,
Post: S.V.P.National Police Academy,
Hyderabad-500052.
Sir,

We, the undersigned, offer to provide the Statutory Audit services for **National Fisheries Development Board** in accordance with your Request for Proposal Dated We are hereby submitting our Proposal, which includes this Technical proposal and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

The prices quoted by us in the Financial Proposal (Form F-1) are valid till 12 months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that National Fisheries Development Board is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the C.A. Firm] to submit the proposal and to negotiate on its behalf.

Yours faithfully,

Particulars of the firm

51. No.	PARTICULARS	Supporting Documents required to be submitted along with this
1	Name of the Firm	
2	Addresses of the Firm:	
3	Head Office	Phone No: Fax No:
4	Branch Office 1,2,3 (Particulars of each branch to be	Phone No: Fax No: Mobile of Branch Office In-charge:
5	Firm Income Tax PAN No	Attach copy of PAN card
6	Firm service Tax Registration No.	Attach copy of Registration
7	Firm GST Registration No.	Attach copy of Registration
8	Registration No. with ICAI	
9	Empanelment No. with C & A G	Attach proof of latest empanelment with C&AG
10	No. of Years of Firm Existence & Date of establishment of Firm	Attach copy of Partnership Deed
11	Turnover of the Firm in last three years	Attach balance sheet of the last three years
12	Annual Average Turnover with Break-up of Fee towards Audit, Income Tax matters and others (Specify)	Provide a Chart
13	Statutory Audit Conducted: (Experience of the Firm)	Copy of the Offer Letter & the Fee Charged.
14	Details of Partners: Provide following details: <ul style="list-style-type: none"> • Number of Full Time Fellow Partners associated with the firm. • Name of each partner, • Date of becoming ACA and FCA • Date of joining the firm, • Membership No., • Qualification • Experience • Whether the partners is engaged full time or part time with the firm. 	Attested copy of Certificates of ICAI as on the date of tender notification
15	If applying in Joint venture, then provide similar details for the firms participating in Joint venture.	1)Details of Firms 2)Joint Venture agreement between the firm.
16	Indicate the Lead Auditor in the Joint Venture	Letter jointly signed by all the firms participating in Joint venture whereby they have agreed for the Lead Auditor.

A. Details of Qualified Staff (Chartered Accountants)

(Please provide attested copy of Certificate of ICAI as on 1.1.2017 for each qualified staff)

S. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications Expertise	Area of Key No.	Membership	Relevant Experience
1						
2						

B. Details of Semi-qualified Staff (including Article Clerks etc)

S. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Relevant Key Experience Expertise	Remarks
Semi Qualified Staffs:					
1					
2					
..					
Article Clerks:					
1					
2					
..					
Others					
1					
2					
..					

..

Brief of Relevant Experience

A. Experience of audit in relation to Externally Aided projects/ Social Sector Projects (Excluding the audit of Charitable Institutions and NGOs).						
S. No.	Name of the Auditee Organization	Grant-in-aids handled of the auditee organization	Type/Nature Of Assignment	Scope & Coverage of the assignment	Duration of completion of Assignment	Proof of the letter of Work or Assignment awarded by the Auditee Organization (Please attach a copy of the letter)

B. Experience of Audit in Commercial Sector/PSUs etc.						
S.No	Name of the Auditee Organization	Turnover of the Auditee organization	Type/Nature Of Assignment	Scope & Coverage of the assignment	Duration of Completion of Assignment	Proof of the letter of Work or Assignment awarded by the Auditee Organization (Please attach a copy of the letter)

Comments and Suggestions on the Terms of Reference

[Firm can present and justify here any modifications or improvements to the Terms of Reference which can significantly improve performance in carrying out the assignment (such as deletion of some activity which the firm considers unnecessary, adding other activities of significance, re-organizing the activities, additional human resource required at various levels etc. Such suggestions should be concise and to the point, and incorporated in the proposal]

FORMAT FOR FINANCIAL BID

Item of Activity	Total Amount (in Rupees)
<p>Fee for Statutory Audit along with Tax Audit services to NFDB for the FY 17-18 (inclusive of TA/DA) to be paid on completion of the Audit work, certification of the accounts and submission of Auditors report and filing of I T returns. GST will be paid in addition to the above.</p> <p>Note: percentage of funds involved shall not be a basis of quoting the Accounting Fee & such case will be rejected summarily even if technically qualified.</p>	<p>Both in Numeric and in</p> <p>Words Rs. /- per annum</p> <p>(Rupees)</p>

Authorised Signatory
And seal.