

**Offers invited from Chartered Accountant Firms**

for engagement as auditors for Basmati Development Fund (BDF) and Basmati Export Development Foundation (BEDF). For detailed Terms of Reference, please visit Website [www.apeda.gov.in](http://www.apeda.gov.in) under the announcement section.

Director (BEDF)  
Agricultural and Processed Food Products  
Export Development Authority  
(Ministry of Commerce & Industry, Govt. of India)

**ENGAGEMENT OF AUDITORS FOR BASMATI DEVELOPMENT FUND  
(BDF) & BASMATI EXPORT DEVELOPMENT FOUNDATION (BEDF)**

**TERMS OF REFERENCE**

**Scope of work for Auditors (BDF)**

- (a) Monitoring of receipts and payments
- (b) Conduct concurrent audit on day to day basis
- (c) Maintenance of Books and Vouching
- (d) Taxation Matters, including TDS etc
- (e) Examine and process the financial assistance claims of exporters for payments
- (f) Vetting of project contracts from financial point of view
- (g) Review the soundness and adequacy of Accounting, Financial and other operating controls
- (h) Ascertain the extent of compliance with established policies, plans and procedures
- (i) Advise on accounting and protection of assets.
- (j) Recommend operational improvements in Financial aspects
- (k) Reconciliation of all accounts
- (l) Advising and attending to matters relating to the Income Tax
- (m) Preparation of Balance Sheet and Profit & Loss account
- (n) Any other job assigned by the BDF from time to time.

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- (j) Recommend operational improvements in Financial aspects
- (k) Reconciliation of all accounts
- (l) Advising and attending to matters relating to the Income Tax
- (m) Preparation of Balance Sheet and Profit & Loss account
- (n) Undertake audit of BEDF Lab-cum-Office Complex and Basmati Research Farm at Modipuram, Meerut (UP). For undertaking the journey, vehicle shall be provided by BEDF, as and when required.
- (n) Any other job assigned by BEDF from time to time.

**Support from BDF/BEDF** – BDF/BEDF will provide required computers, printers, stationery and working place for one/two employees of CA firm. The CA's firm will depute one qualified Chartered Accountant (on alternative day) and one Office Assistance (on all working days) in BDF/BEDF division and they will be working as per office timings of BEDF.

The amounts are to be indicated separately for BDF and BEDF. However, the bid will be considered on total basis.

**Last Date for receipt of applications** – Last date for receipt of proposals is July 21, 2014 (by 5.00 p.m.). The offers are to be submitted in sealed covers. The envelopes may be superscribed as ‘Bid for Auditors of BDF and BEDF’ and addressed to Shri A.K. Gupta, Director (BEDF), Agricultural and Processed Food Products Export Development Authority, 4<sup>th</sup> floor, NCUI Building, 3. Siri Institutional Area, August Kranti Marg (Opp. Asiad Village), New Delhi-110 016.