

Invitation for Expression of Interest from  
Chartered Accountant Firms  
for Conducting Audit of Accounts of Tripura State  
Compensatory Afforestation Fund Management and  
Planning Authority  
**(Tripura CAMPA)**

**Financial Year: 2021-2022**

**Government of Tripura**  
**Forest Department**  
**State Compensatory Afforestation Fund Management and Planning Authority**  
Aranya Bhawan, Pandit Nehru Complex  
Kunjaban, Agartala, West Tripura-799006  
e-mail: [ceotripuracampa@gmail.com](mailto:ceotripuracampa@gmail.com)  
Ph: 0381-2306096

F.No.6-419/CAMPA/Audit-Report/For-2021-22/

DT. 09/06/2022


**ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR AUDIT OF**  
**ACCOUNTS OF TRIPURA CAMPA FOR THE YEAR 2021-22**

Expression of Interest (EoI) are invited from the bona fide Chartered Accountant Firms from Tripura for AUDIT of Accounts of Tripura Compensatory Afforestation Fund Management and Planning Authority (Tripura CAMPA) for all District Forest Offices (8 nos.), Deputy Conservator of Forest Offices (4 nos.), Sub-Divisional Forest Offices (17 nos.), Wildlife Sanctuaries (4 nos.) for the YEAR 2021-22. The selection of Chartered Accountant Firms shall be made through Financial Bid only.

1. Last date of receipt of Tender paper: - 24<sup>th</sup> June, 2022 up to 3:00 PM.
2. Opening of tender paper: - 24<sup>th</sup> June, 2022 at 3:30 PM, if possible.

**Expression of Interest (EoI) may be submitted at:-**

OFFICE PREMISES of Forest Headquarter, Aranya Bhawan, Gurkhabasti, Agartala, West Tripura, Pin -799006 from 09/06/2022 to 24/06/2022 between 10.00 AM to 3:00PM.

  
[Bidyut Chaudhuri]  
Deputy Conservator of Forests  
Tripura CAMPA

## **Terms of Reference for Appointing of a Chartered Accountant Firm for Conducting Audit of Accounts of Tripura CAMPA**

### **SCOPE OF WORK:-**

#### **1. Detailed activities of the services mentioned in Scope of Work are as follows:-**

- a) Reconciliation of all Treasury/ Bank Accounts.
- b) Ensure all financial transactions are recorded in Cash Book and reflected in Treasury accounts/ Pass Book and any deviation is to be reported to the authority immediately.
- c) Ensure correctness of accounts and suggest necessary action points, if any for rectification of same.
- d) Ensure activity wise fund allotment by Tripura CAMPA and expenditure incurred by DDOs.
- e) After completion of the assigned work, the CA Firm shall mandatorily give the Audit report.

#### **2. TIME PERIOD OF ENGAGEMENT:-**

The selected Chartered Accountant Firm will act as Auditor of accounts for Financial Year 2021-22. Authority reserves the right to discontinue the services of the Chartered Accountant Firms at any time during the period by serving one week notice.

#### **3. TIME SCHEDULE:-**

The selected firm should submit the Audit report for the Financial Year 2021-22 within 15 working days from the date of engagement.

#### **4. REPORTING:-**

The Firm shall submit the Audit Report of 2021-22 to the Deputy Conservator of Forest, (Tripura CAMPA).

**Place of Audit:** Office of all District Forest Offices (8 nos.), Deputy Conservator of Forest Offices (4 nos.), Sub-Divisional Forest Offices (17 nos.), Wildlife Sanctuaries (4 nos.)

#### **Place of Submission of EoI:-**

Office premises of Forest Headquarter, Aranya Bhawan, Gurkhabasti, Agartala, West Tripura, Pin -799006.





## 5. QUALIFICATION CRITERIA OF THE CA FIRM:-

The bids of only those firms will be considered, which satisfy the following eligibility criteria:

- Bona fide Chartered Accountant firm from Tripura and all the communication to the firm will be made to that office address only.
- The firms should be empanelled with the o/o the C & AG.
- Registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and GST Registration.
- Have minimum 3 years of experience after its registration.
- Submit relevant documents duly attested by authorized signatory in support of the eligibility criteria given above.

## 6. PAYMENT TERMS:-

The payment against the services provided by the firms is subject to the following terms and conditions:

- a. The price quoted by the firms, should be valid for the entire contract period.
- b. GST will be paid at prescribed rate.
- c. TDS will be deducted as per Income Tax Act/Rule.

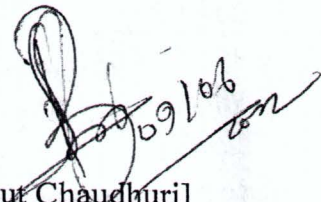
## 7. SUBMISSION OF EoI:-

- i. All supporting document duly signed with seal of the authorized Partner / Proprietor of Firm should be submitted with Financial Bid in **Annexure- A** in sealed cover super scribed as **"EoI FOR AUDIT OF ACCOUNTS OF TRIPURA CAMPA for the Financial Year 2021-22"**.
- ii. The EoI paper should reach the office address latest by 24/06/2022 up to 3:00 PM. EoI paper received after the due date and time shall be rejected.
- iii. Date & Time of opening of bid is 24/06/2022 at 3.30 PM, if possible. The interested bidders or their authorized representatives are requested to remain present at the time of opening bid.
- iv. The authority reserves the right to accept or reject any or all the offers received or cancel the bidding process at any stage prior to award of contract and without assigning any reason thereof.

## 8. EVALUATION OF TECHNICAL BIDS

- i. The Financial Bid along with supporting documents received by Tripura CAMPA authority and those meeting the above criteria will be considered.

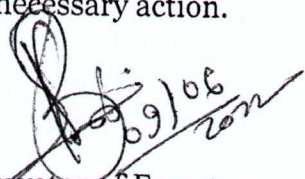
- ii. The CA Firm quoting lowest rate shall be considered for selection as the Auditor of accounts of Tripura CAMPA for the year 2021-22.
- iii. If more than one firms quotes same fees then maximum average turnover of last three Years should be considered and selected to win the bid.



[Bidyut Chaudhuri]  
Deputy Conservator of Forests  
Tripura CAMPA

Copy to:-

- ✓ 1. The Chief Conservator of Forests (IT), O/o the PCCF, Tripura for kind information. Necessary arrangements may be made for uploading the Expression of Interest in the Departmental Website.
2. The DFO, DD for information and necessary arrangement for EoI drooping box in respective room, O/o the PCCF Tripura under the guidance of Estate Officer.
3. The Estate Officer, O/o the PCCF, Tripura for information and necessary action.
4. Notice Board of this office for publicity.



Deputy Conservator of Forests  
Tripura CAMPA



**ANNEXURE-A**

**FINANCIAL BID\***

**(To be filled in by bidder)**

**PRICE QUOTATION FORMAT FOR FY 2021-22**

Name of the firm –

Sl No.	Name of the Work	Proposed Total Amount
01	Audit fees  Add: GST @18%	
	Total	

(Rupees .....only)

\*[The above quoted fee is inclusive of Professional Fee, Taxes and Cost of manpower i.e. Travelling, lodging and food etc.]

**We are agreed to all the EoI conditions and payment terms and the fee quoted above by the Firm will not change during the contract period.**

Signature of the CA Firm

Date:

Place: