

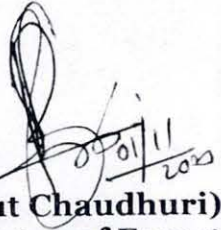
No.F.6-419/CAMPA/Audit-Report/For-2021-22/ 1350  
State Compensatory Afforestation Fund Management and Planning Authority  
Aranya Bhawan, Pandit Nehru Complex  
Kunjaban, Agartala, West Tripura-799006  
e- mail: ceotripuracampa@gmail.com

Dated: 01/11/2023

**INVITATION FOR EXPRESSION OF INTEREST**

Expression of Interest (EoI) is hereby invited by the undersigned from the Chartered Accountant Firms from Tripura for Audit of Accounts of the Tripura **Compensatory Afforestation Fund Management and Planning Authority (Tripura CAMPA) for all the D.D.Os under Tripura CAMPA (namely District Forest Offices-8 nos., Deputy Conservator of Forest Offices-5 nos., Sub Divisional Forest Offices-17 nos., Wildlife Warden Office- 4 nos., DFO,D.D-1 no. & Addl. Director, Urban Forestry Division-1 no.)** for the Year-2022-23.

The detailed EoI is available in the State Portal, Departmental website of the Forest Department and Notice Board in the office of the PCCF at Gurkhabasti, Agartala. The last date for receipt of the EoI documents is **up to 4.30.PM of 20/11/2023.**

  
(Bidyut Chaudhuri)  
Deputy Conservator of Forest  
Tripura CAMPA

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

For the  
**Financial Year: 2022-23**

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

No.F.6-419/CAMPA/Audit-Report/For-2021-22/1351 - 356 . DT: 1/11/2023

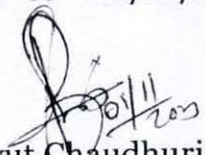
**ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR AUDIT OF  
ACCOUNTS OF TRIPURA CAMPA FOR THE FINANCIAL YEAR 2022-23**

Sealed EoI are invited from the Chartered Accountant Firms FROM Tripura for AUDIT of Accounts of Tripura **Compensatory Afforestation Fund Management and Planning Authority (Tripura CAMPA)** for all the **D.D.Os under Tripura CAMPA (namely District Forest Offices-8 nos., Deputy Conservator of Forest Offices-5 nos., Sub Divisional Forest Offices-17 nos., Wildlife Warden Offices-4 nos., D.F.O., D.D-1 no. & Addl. Director, Urban Forestry Division-1 no.)** for the Year-2022-23. The selection of Chartered Accountant Firms shall be made through Financial Bid only.

1. Last date of receipt of EoI paper: - 20<sup>th</sup> November, 2023 up to 4:30 PM.
2. Opening of EoI paper: - 21<sup>st</sup> November, 2023 at 4.00 PM, if possible.

**EoI with bids may be submitted at ;**

**OFFICE PREMISES of FHQ, Aranya Bhawan, Gurkhabasti, Agartala, West Tripura, Pin -799006 from 01/11/2023 to 20/11/2023 between 10.00AM to 4:30PM.**

  
[Bidyut Chaudhuri]  
Deputy Conservator of Forests, (CAMPA)

## **DETAILED EoI**

Expression of Interest (EoI) is hereby invited by the undersigned from the Chartered Accountant Firms from Tripura for Audit of Accounts of the Tripura Compensatory Afforestation Fund Management and Planning Authority (Tripura CAMPA) for all the D.D.Os under Tripura CAMPA (namely District Forest Offices-8 nos., Deputy Conservator of Forest Offices-5 nos., Sub Divisional Forest Offices-17 nos., Wildlife Warden Office- 4 nos., DFO,D.D-1 no. & Addl. Director, Urban Forestry Division-1 no.) for the Year-2022-23

### **Terms of Reference for engagement of a Chartered Accountant Firm for Conducting Audit of the Accounts for 36 nos. of D.D.Os under the Tripura CAMPA.**

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

##### **Detailed activities of the services are as follows:-**

- a) Reconciliation of all Bank Accounts.
- b) Ensure all financial transactions are recorded in Cash Book and reflected in Pass Book and any deviation is to be reported to the authority immediately.
- c) Reconciliation of the Treasury Drawal Statement with the Cash Book/LOC Register/Work register/Asset register etc.
- d) Ensure correctness of accounts and suggest necessary action points, if any for rectification of same.
- e) After completion of the assigned work, the CA Firm shall mandatorily give the Audit report.

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

The selected Chartered Accountant Firm will act as Auditor of Accounts for the Financial Year 2022-23. Authority reserves the right to discontinue the services of the Chartered Accountant Firms at any time during the period by serving one week notice.

#### **TIME SCHEDULE:-**

The selected firm should submit the Audit report for the Financial Year 2022-23 within 2(two) months from the date of engagement.

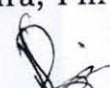
#### **REPORTING**

The Firm shall submit the Audit Report of 2022-23 to the Deputy Conservator of Forest, (CAMPA).

**Place of Audit:** Office of all the D.D.Os under Tripura CAMPA namely District Forest Offices-8 nos., Deputy Conservator of Forest Offices-5 nos., Sub Divisional Forest Offices-17 nos., Wildlife Warden Offices-4 nos., D.F.O., D.D-1 nos. & Addl. Director, Urban Forestry Division-1 nos.

#### **Place of Submission of Tender/Quotation:**

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



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

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

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

## 3. PAYMENT TERMS:-

The payment against the services to be 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 the applicable rate.
- c. TDS will be deducted as per the prevailing Income Tax Act/Rule.


## 4. SUBMISSION OF EoI:

- i. All supporting document duly signed with seal of the authorized Partner/Proprietor of Firm should be submitted with the Financial Bid in Annexure-A in sealed cover super scribed as **“EoI FOR AUDIT OF ACCOUNTS OF DIFFERENT D.D.Os UNDER THE TRIPURA CAMPA for the Financial Year 2022-23”**.
- ii. The EoI paper should reach the office address latest by 20.11.23. upto 4.30 P.M. EoI paper received after the due date and time shall be rejected.
- iii. Date & time of opening of Bid is 21.11.2023 at 3.00 P.M, if possible. The interested bidders or their authorized representatives may remain present at time of opening of bid(s).
- 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.




## 5. EVALUATION OF TECHNICAL BIDS

- i. The Technical 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 2022-23.
- iii. If more than one firms quotes same fees then maximum average turnover of last three Years shall be considered and selected to win the bid.

  
Bidyat Chaudhuri]  
Deputy Conservator of Forests, (CAMPA)

Copy to:-

1. The Chief Conservator of Forests (IT), O/o the PCCF, Tripura for kind information. He is requested to make necessary arrangements for uploading the Tender Notice in the Departmental Website.
2. The Director, ICAT Department for arranging to publish consecutive 3 days in daily local news papers.
3. The DFO, DD for information and necessary arrangement for EoI dropping box in respective Room, O/o the PCCF Tripura under the guidance of Estate Officer.
4. The Estate Officer, O/o the PCCF, Tripura for information and necessary action.
5. Notice Board of this office for publicity.

  
Deputy Conservator of Forests, (CAMPA)

**ANNEXURE-A**

**QUALIFICATION-CUM-TECHNICAL BID**

**(Years : 2022-23)**

**[TO BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTINGS AS INDICATED]**

Sl No.	Particulars	Firm's Strength and Capacity	
1	Chartered Accountant Firms	Name & Address of Firm	
		Name and address of the Authorized Partner(s)	
		Telephone STD Code	
		Mobile No(s):	
		Email Id:	
		<b>(Submit copy of supporting document regarding address)</b>	
2	<b>Qualification Criteria</b>		
a)	The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) for minimum 05 years.	<b>(Submit copies of the registration certificates )</b>	
b)	Permanent account number (PAN) under Income Tax, Act and registration Number under GST, Act.	<b>(Submit Copy)</b>	
c)	Average Gross Professional Fee received/earned by the CA Firm for the last 3(three) years.	<b>(Submit Audited Accounts/ Turnover Certificate Copy and copy of Income Tax Return)</b>	

d	The Firm should have at least 3 years experience.	<b>Enclosed</b> <b>(Attach copy of Works Orders as evidence)</b>
e	Details of partnership Firm, if applicable	No of Partners Nos.(in figure)  Nos.(in words)

Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time, Tripura CAMPA is at liberty to reject the proposal/work awarded to this CA Firm.

Signature of the CA Firm:

Date:

Place: Agartala



**ANNEXURE-B**

**FINANCIAL BID\***

**(To be filled in by bidder) PRICE QUOTATION FORMAT**

**FOR FY 2023-24**

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 tender 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: Agartala