

Short Tender Notice for inviting
Chartered Accountant Firms
for Conducting Audit of Accounts of Tripura State
Compensatory Afforestation Fund Management and
Planning Authority
(Tripura CAMPA)

Financial Year: 2020-2021

Government of Tripura
Forest Department
State Compensatory Afforestation Fund Management and Planning Authority
Aranya Bhawan, Pandit Nehru Complex
Kunjaban, Agartala, West Tripura-799006
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Ph: [0381-2322271](tel:0381-2322271)

F.No.6-419/CAMPA/Audit-Report/For-2020-21/788-89

DT 15/05/2021

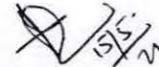
ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR AUDIT OF
ACCOUNTS OF TRIPURA CAMPA FOR THE YEAR 2020-21

Sealed quotations 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 2020-21. The selection of Chartered Accountant Firms shall be made through Financial Bid only.

1. Last date of receipt of Tender paper: - 5th June, 2021 up to 3:00 PM.
2. Opening of tender paper: - 5th June, 2021 at 3:30 PM, if possible.

Tender/Quotation may be submitted at:

OFFICE PREMISES of Forest Headquarter, Aranya Bhawan, Gurkhabasti, Agartala, West Tripura, Pin -799006 from 19/05/2021 to 05/06/2021 between 10.00 AM to 3:00PM.



[Paushali Roy]
Assistant 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:-

Detailed activities of the services mentioned in Scope of Work 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) 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.

1. TIME PERIOD OF ENGAGEMENT:-

The selected Chartered Accountant Firm will act as Auditor of accounts for Financial Year 2020-21. 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 2020-21 within 15 working days from the date of engagement.

REPORTING:-


The Firm shall submit the Audit Report of 2020-21 to the Assistant 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 Tender/Quotation:-

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

- ii. The CA Firm quoting lowest rate shall be considered for selection as the Auditor of accounts of Tripura CAMPA for the year 2020-21.
- 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.


(Paushan Roy)

Assistant Conservator of Forests,
Tripura CAMPA

Copy to:-

1. The PS to PCCF, Tripura for kind information of PCCF & HoFF, Govt. of Tripura.
2. The Chief Conservator of Forests (IT), O/o the PCCF, Tripura for kind information. Necessary arrangements may be made for uploading the Tender Notice in the Departmental Website.
3. The DFO, DD for information and necessary arrangement for tender 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.


15/5/20

Assistant Conservator of Forests,
Tripura CAMPA

ANNEXURE-A
FINANCIAL BID*
(To be filled in by bidder)
PRICE QUOTATION FORMAT
FOR FY 2020-21

Name of the firm –

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

(Rupeesonly)

*[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