

Short Tender Notice for inviting  
Chartered Accountant Firms  
for Conducting Audit of Accounts FCA  
(Pertaining to Departmental Operation)

Financial Year: 2011-12 to  
2020-21

**Government of Tripura**  
**Office of the Principal Chief Conservator of Forest**  
**Arranya Bhawan, Pandit Nehru Complex,**  
**Agartala, West Tripura**

F.No.6-1189/FC/For-2019/56188-192

DT.24/03/2021

**ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR AUDIT OF**  
**ACCOUNTS OF FCA (DEPARTMENTAL OPERATION) YEAR 2011-12 to FY 2020-21**

Sealed quotations are invited from the Chartered Accountant Firms at Agartala for AUDIT of Accounts of FCA (DEPARTMENTAL OPERATION) YEAR 2011-12 to FY 2020-21. The engagement of Chartered Accountant Firmss shall be made through two bid systems i.e. (Technical & Financial). Only the Technically qualified Chartered Accountants Firm's Financial Bid shall be opened.

1. Last date of receipt of Tender paper: - 31 st March, 2021 up to 4:30 PM.
2. Opening of tender paper: - 3rd April, 2021 at 04.00 PM, if possible.

**Tender/Quotation may be submitted at:**

OFFICE PREMISES of FHQ, Aranya Bhawan, Gurkhabasti, Agartala, West Tripura, Pin -799006 from 26/03/2021 to 31/03/2021 between 10.00AM to 4:30PM.



[Paushali Roy]  
Assistant Conservator of Forests, (FCA)

**Terms of Reference for Appointing of a Chartered Accountant Firm for Conducting Audit of Accounts FCA (Pertaining to Departmental Operation).**

**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) 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 2011-12 to 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 2011-12 to 2020-21 within 15 working days from the date of engagement.

**REPORTING**

The Firm shall submit the Audit Report of 2011-12 to 2020-21 to the Assistant Conservator of Forest, (FCA).

**Place of Audit:** Office premises of FHQ, Arranya Bhawan, Pandit Nehru Complex, FHQ, Agartala.

**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:

- The firm must have Head office in Agartala and all the communication to the firm will be made to that Head 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.

## 3. 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.

## 4. SUBMISSION OF TENDER

- i. **Annexure –A** duly filled Qualification-cum-Technical Bid along with all supporting document duly signed with seal of the authorized Partner / Proprietor of Firm should be submitted in one sealed envelope super scribed as – “TECHNICAL BID”.
- ii. **Annexure-B** duly filled Financial Bid should be submitted in a separate sealed cover super scribed as “FINANCIAL BID”.
- iii. The above two envelopes containing Annexure-A and Annexure-B should be placed in One Covering Envelope and sealed super scribed as “**TENDER FOR AUDIT OF ACCOUNTS OF FCA (Pertaining to Departmental Operation) from the period 2011-12 to FY 2020-21**”.
- iv. The technical bid should not contain any indication of price offered; else the entire bid will be rejected.
- v. The tender paper should reach the office address latest by 31/03/2021 up to 4:30 PM. Tender paper received after the due date and time shall be rejected.
- vi. Date & Time of opening of bid is 03/04/2021 at 4.00PM, if possible. The interested bidders or their authorized representatives are requested to remain present at the time of opening bid.
- vii. 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 received by FCA Section and those meeting the above criteria, will be considered.
- ii. After the selection in Technical Bid, the Financial Bid will be opened in the presence of the representative of the firms.
- iii. The CA Firm quoting lowest rate shall be considered for selection as the Auditor of accounts of FCA (Pertaining to Departmental Operation) year 2011-12 to 2020-21.
- iv. 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.

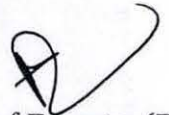


(Paushali Roy)

Assistant Conservator of Forests, (FCA)

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.



Assistant Conservator of Forests, (FCA)

**ANNEXURE-A**

**QUALIFICATION-CUM-TECHNICAL BID**

(Years : 2011-12 to 2020-21)

**[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 and registration Number under GST.	<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 FCA 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 2011-12 to 2020-21**

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