

Short Tender Notice for inviting Chartered
Accountant Firms
for Conducting Audit of Accounts of
Tripura Biodiversity Board & Field DDOs

Financial Year: 2022-2023

TRIPURA BIODIVERSITY BOARD

F.No.

DT.

**ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR AUDIT OF
ACCOUNTS OF TRIPURA BIODIVERSITY BOARD FOR THE FINANCIAL YEAR
2022-2023 & Field DDOs(DFOs, SDFOs & WLWs)**

Sealed quotations are invited from the bona fide Chartered Accountant Firms from Tripura for Audit of Accounts of Tripura Biodiversity Board (Total 5 nos) for FY 2022-23 and audit of accounts of TBB for all District Forest Offices (8 nos), Sub-Divisional Forest Offices (17 nos) and Wildlife Sanctuaries (4 nos) & Director, Sepahijala Zoological Park for the financial year as annexed. The engagement of Chartered Accountant Firms 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: -10th October, 2023 upto 04.00 PM.
2. Opening of Tender: - 11th October, 2023 at 11.00 AM, if possible.

Detailed terms & conditions along with Tender Paper will be available in TBB website: www.biodiversity.tripura.gov.in

Tender/Quotation may be submitted at:

Tripura Biodiversity Board, 4th Floor, Room No-401, Mob- 8259891830
Aranya Bhawan, Gurkhabasti, Agartala, West Tripura, Pin -799006.

Sd/-

Member Secretary
TBB

Terms of Reference for Appointing Chartered Accountant Firm for Audit of Accounts of Tripura Biodiversity Board for the financial year 2022-2023 & Field DDOs.

SCOPE OF WORK:-

Detailed activities of the services mentioned in Scope of Work are as follows:-

- a) 100% checking of vouchers, cash book, General Ledger & other registers etc.
- b) Reconciliation of all Bank Accounts.
- c) 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.
- 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 Financial Year 2022-2023. TBB reserves the right to discontinue the services of the Chartered Accountant Firm at any time during the period by serving one week notice.

TIME SCHEDULE: -

The selected firm should submit the Audit report within 45 working days from the date of engagement.

REPORTING

The Firm shall submit the Audit Report to the Member Secretary, Tripura Biodiversity Board.

GENERAL

The Firm shall be given access to all information relevant for the purpose of conducting the audit. This would normally include Books of Accounts, all documents, correspondence and other information associated with TBB during the year 2022-23.

Minimum Fees

Minimum Fees per Account per year is Rs. 2000/- Only plus GST.

Place of Audit: Tripura Biodiversity Board, 4th Floor, Aranya Bhawan, Gurkhabasti, O/o the PCCF & HoFF, Agartala.

Place of Submission of Tender/Quotation:

Tripura Biodiversity Board, 4th Floor, Room No-401, 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 Office in Agartala and all the communication to the firm will be made to that Head office address only.
- The firm should be empaneled 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 5 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 firm 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 TBB for FY 2022-23 and all Field DDOs (DFO, SDFO & WLW)**”.
- 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 following address latest by **10/10/2023** upto 04.00 PM. Tender paper received after the due date and time shall be rejected.
- vi. Date & Time of opening of bid is **11.10.2023** at 11.00 AM, 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 TBB 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 firm.
- iii. The CA Firm quoting lowest rate shall be considered for selection as the Auditor of accounts of Tripura Biodiversity Board for the financial year 2022-23.
- iv. If more than one firm quotes same fees then seniority of firm on the basis of date of constitution of firm as per ICAI records to be selected.

(Anima Das, TFS)
Assistant Conservator of Forests
Tripura Biodiversity Board

ANNEXURE-A
QUALIFICATION-CUM-TECHNICAL BID
(FY: 2022-2023)

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

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

1/10203/2023

d	The Firms should have at least 5 years experience.	<p>Enclosed</p> <p>(Attach copy of Works Orders as evidence)</p>
e	Details of partnership Firm, if applicable	<p>No of Partners</p> <p>Nos.(in figure)</p> <p>Nos.(in words)</p>
f	Name of Chartered Accountants working with firms along with their bio-data and location of working	

Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time TBB 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 2022-2023

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