



GOVERNMENT OF TRIPURA
OFFICE OF THE CHIEF EXECUTIVE OFFICER
MEDICINAL PLANTS BOARD OF TRIPURA
(DEPUTY CONSERVATOR OF FORESTS, FOREST RESEARCH DIVISION)
VAN GABESHANA SADAN, GANDHIGRAM, AGARTALA – 799012
E-mail ID: - ceompbtripura@gmail.com
Phone No.:- 0381-2397324

EXPRESSION OF INTEREST (EoI)

Expression of Interest (EoI) are invited from the bonafide Chartered Accountants Firms from Tripura for Conducting Audit of Accounts of Medicinal Plants Board of Tripura (MPBT) for the Office of the Chief Executive Officer, MPBT (Deputy Conservator of Forests, Forest Research Division), Gandhigram for the Financial Year 2024-25 to 2025-26. The selection of Chartered Accountant Firms shall be made as per lowest bid quoted by the concerned firm.

1. Last date of receipt of EoI papers :- 01-06-2026 up to 3.00 PM.
2. Date of opening of EoI papers :- 02-06-2026 at 3:30 PM, if possible or next working day at 11.00 AM
3. Date and Time of Submission :- Form 11-05-2026 to 01-06-2026 (between 10:00 AM to 5:00 PM for all working days and on 01-06-2026 (up to 3.00 PM)
4. Place of Submission of EoI :- Chief Executive Officer, Medicinal Plants Board of Tripura (Deputy Conservator of Forests, Forest Research Division), Gandhigram, West Tripura, 799012

Sd/-
 [Kush Roy, IFS]
 Chief Executive Officer
 Medicinal Plants Board of Tripura
 (Deputy Conservator of Forests,
 Forest Research Division)

**TERMS OF REFERENCE FOR APPOINTING OF A CHARTERED ACCOUNTANT FIRM FOR
CONDUCTING AUDIT OF ACCOUNTS OF MEDICINAL PLANTS BOARD OF TRIPURA**

SCOPE OF WORK:-

1. 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 which 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 MPBT and expenditure incurred under MPBT.
- 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 2024-25 to 2025-26. 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 2024-25 to 2025-26 within 30 (thirty) working days from the date of engagement.

4. REPORTING:-

The Firm shall submit the Audit Report of 2024-25 to 2025-26 to the Chief Executive Officer, Medicinal Plants Board of Tripura (Deputy Conservator of Forest, Forest Research Division), Gandhigram, West Tripura, 799012.

5. PLACE OF AUDIT:-

Office of the Chief Executive Officer, MPBT (Deputy Conservator of Forest, Forest Research Division), Gandhigram, Agartala.

6. **QUALIFICATION CRITERIA OF THE CHARTERED ACCOUNTANCY (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 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.

7. **MINIMUM RATE FOR CONDUCTING AUDIT:-**

The Medicinal Plants Board of Tripura has fixed minimum rate for conducting audit @ Rs. 9,440/- (Rupees Nine Thousand Four Hundred Forty) only per year including 18% GST.

8. **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.

9. **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 “**EXPRESSION OF INTEREST FOR AUDIT OF ACCOUNTS OF MEDICINAL PLANTS BOARD OF TRIPURA FOR THE FINANCIAL YEAR 2024-25 to 2025-26**” including Agency Name.
- ii) The EoI paper should reach the office address latest by 01-06-2026 within 3:00 PM. EoI paper received after the due date and time shall be rejected.
- iii) Date & Time of opening of bid is 02-06-2026 at 3.30 PM, if possible or next working day at 11.00 AM. 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.

10. EVALUATION OF TECHNICAL BIDS:-

- i) The Financial Bid along with supporting documents received by Medicinal Plants Board of Tripura 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 MPBT for the year 2024-25 to 2025-26.
- iii) If more than one firms quotes same fees then maximum average turnover of last three years should be considered and select to win the bid.

Digitally signed by
Kush Roy
Date: 11-05-2026
16:16:15 (Kush Roy, IFS)
Chief Executive Officer, MPBT
(Deputy Conservator of Forests
Forest Research Division)

Copy to:-

1. The PPS to the Principal Chief Conservator of Forests & HoFF, Tripura for kind information to the PCCF & HoFF, Tripura .
2. The Conservator of Forests (I/c CCF, R & T) for kind information.
3. The Chief Conservator of Forests (IT), O/o the PCCF & HoFF, Tripura for kind information.
4. The I/C, GIS, Lab for publication in the Departmental Website.

Sd/-
(Kush Roy, TFS Gr-I)
Chief Executive Officer, MPBT
Deputy Conservator of Forests
Forest Research Division.

ANNEXURE – A**FINANCIAL BID**

(To be filled in by bidder)

PRICE QUOTATION FORMAT FOR FY 2024-25 TO 2025-26**Name of the Firm :-**

Sl. No.	Name of the Work	Proposed Amount (in Rs.)
1.	Audit Fees	
	Add: GST @ 18%	
Total Audit Fee including GST for per year (in Rs.)		
Total Audit Fee including GST for the FY 2024-25 to 2025-26 (in Rs.) (2 years x Rs./- per year)		

(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 Authorized Person of the
CA Firm

Date:

Place: