



E-mail: - hpstatecampa@gmail.com

Phone No.: - 0177-2629750

E-TENDER DOCUMENT

For

Hiring of services of registered Chartered Accountants for work related to/ incidental to the conversion of accounts from Cash System to Accrual system of accounting (commercial double accounting system) and Preparation of final accounts of CAMPA HP for the year 2024-25 and 2025-26.

Tender Time Schedule	
Published Date	20-July-2026 04:00 PM
Document Download Date	20-July-2026 04:00 PM
Clarification Start Date	20-July-2026 04:00 PM
Clarification End Date	23-July-2026 04:00 PM
Bid Submission Start Date	27-July-2026 11:00 AM
Bid Submission End Date	03-Aug.-2026 02:00 PM
Bid Opening Date	03-Aug.-2026 03:00 PM

The tenders can be seen at <https://hptenders.gov.in>

Note: - In the event of any Bandh or Holiday, the bid submission end date and Bid opening date and time Shall be the next working day without change of scheduled time as mentioned above.



No. Ft. CAMPA/ 2013/ Accounts/ 2024-2026 Vol. V

Dated, Shimla the

NOTICE INVITING E-TENDER

E-Tenders are invited for hiring services of registered Chartered Accountants firms (HP based having its Head office/Branch office in Shimla) for all the work related to/ incidental to the conversion of accounts from Cash System to Accrual system of accounting (commercial double accounting system) for the FY years 2024-25 and 2025-26 with an estimated amount of INR Rs.4,00,000/- per FY exclusive GST.

The Contractors / Bidders must be registered with the E-tendering system provider for participating in the bidding processes. The Bidding document may be downloaded through the <https://hptenders.gov.in> by using their own user ID.

Online submission of Technical & Financial Bid is mandatory. Manual submission (without online submission) of bid will be considered as nonresponsive. Bidders are to submit the required papers for technical bid by scanning and uploading the same before the expiry of date.

- i. Tender Processing Fee Rs.1,000/-.
- ii. An amount of INR Rs.10,000/- is to be submitted as EMD/Bid security.
- iii. The last date of submission of tender document is 03.08.2026 up to 02:00 PM.
- iv. The bid will be opened on 03.08.2026 at 04:00 PM in the address- O/o HP STATE COMPENSATORY AFFORESTATION FUND MANAGEMENT AND PLANNING AUTHORITY (HP STATE AUTHORITY CAMPA), ARANYA-BHAWAN, TALLAND, SHIMLA – 171 001.
- v. The Tender Inviting Authority reserves the right to accept or reject any bid/tender and to cancel/annul the bidding process and reject all bids at any time prior to contract award without assigning any reason.

Chief Executive Officer
HP State Authority CAMPA

Endc. As above

Date, Shimla the

Copy To:

1. DCF IT for uploading the e-tender on site <https://hptenders.gov.in>

Chief Executive Officer
HP State Authority CAMPA



Instructions, Terms & Conditions

1. Introduction

The Himachal Pradesh State Authority (CAMPA) is intended as an instrument to accelerate activities for Compensatory Afforestation, Forest Resource Management, Protection of Natural Forests, Management of Wildlife, and Infrastructure Development in the sector and allied works. It has to provide an integrated framework for utilizing multiple sources of funding for implementation of above activities. The various activities under various schemes have been undertaken by the Authority during these financial years. The schemes are CAT Plan, CA, NPV, IWMP and Other Plans etc. Its prime task is to regenerate natural forests by plantation/ANR etc. and build up and strengthen the institution engaged in this work.

2. Operation

The Circle Offices and Division Offices (as per details attached as Annexure IV) receive funds through treasury after approval of their Annual Plan of Operation by the Executive Committee, Steering Committee and National Authority CAMPA, as submitted by respective Divisions for executing the works as provided in their APO.

3. Accounting Procedure

The State Authority is presently following cash-based accounting procedure prevalent in the HP Forest Department. Majority of vouchers are generated at the Range Office level and accounted for in the cash book of Range Forest Officer. Quarterly Progress Report of physical and financial progress report (against the APO) is prepared at Range/Division level and compiled at the Division level and finally compiled at the State level.

The Accountant General of HP has desired that the accounts of the State Authority should be prepared on the 'Uniform Format of Accounts' as applicable to the Central Autonomous bodies and available on website: sai.india.gov.in/quick links.

CEO, CAMPA HP is desirous to hire services of registered Chartered Accountants firms (HP based having its Head office/Branch office in Shimla) for all the work related to/ incidental to the conversion of accounts from Cash System to Accrual system of accounting (commercial double accounting system) for the FY 2024-25 and FY 2025-26. The assignment also include imparting training to the staff involved (Approx. 15 No.) in maintaining Books of Accounts and preparation of financial statement in the CAMPA wing/ HP Forest Department for which 05 training sessions/hand on practical sessions in collaboration with the Forest Department/CAMPA Wing will be held.

4. Scope of Work

The work(s) to be performed is as under (for FY 2024-25 & FY 2025-26).

- a. Vouchers to be prepared on the basis of payments made through Treasury Mode for each transaction, at the level where expenditure is incurred.
- b. Conversion of Account(s) Cash based to Accrual based accounting (commercial double accounting).
- c. Preparation of Cash Books/Journal/Ledgers/Trial Balance, Annual Accounts and Balance sheet in the commercial Double entry accounting system and annual reports (financial informationally) of the financial year 2024-25 & 2025-26 to be laid before Hon'ble



Assembly.

- d. Preparation of Bank Reconciliation Statements (whenever required).
- e. Compilation of Form IX and Form XI as prescribed under Rule – 37 and 38 respectively of CAF Act, 2018.
- f. Division wise, Scheme (activity wise) detail of expenditure/utilization of funds to be prepared.
- g. Preparation of Note on Account(s) on Statement of Accounts of Circle/Division/office concerned.
- h. Facilitation of Balance Sheet audit by AGHP and attending to the queries of Government Auditors on the Accounts prepared by the firm.
- i. Any other work(s) if considered necessary with reference to scope of work above.
- j. All accounting and related work under this assignment shall be carried out using Tally (Tally Prime/Tally ERP). The selected firm shall ensure that all accounting records, vouchers, voucher files, ledgers, financial statements, and other related accounting documents are maintained and prepared in Tally software.
- k. The assignment also includes imparting training to the staff involved (Approx. 15 No.) in maintaining Books of Accounts and preparation of financial statement in the CAMPA wing/ HP Forest Department for which 05 training sessions/hand on practical sessions in collaboration with the Forest Department/CAMPA Wing will be held.

5. **Preparation of Bids**

- a. All the interested bidders are requested to read the bid document carefully before submission of their bid.
- b. The bid prepared by the Bidder, as well as all documents attached to the bid by the bidder and all correspondences relating to the bid exchanged by the Bidder and the Tenderer shall be written in English language.

6. **Instruction to bidder**

- a. Bidders must be registered with the E-tendering system provider.
- b. The bid should be submitted online in <https://hptenders.gov.in>. The bidder would be required to register in the web-site. For submission of the bids, the bidder is required to have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities (CA).
- c. Both Technical Bid and Price Bid should be uploaded in the official website <https://hptenders.gov.in>. The electronic bidding system provides for online clarification on the provisions of the bidding document. A prospective bidder requiring any clarification may notify by e-mail at hpstatecampa@gmail.com to the authority inviting the bid till the period allowed for queries, after which no query/clarification would be entertained.
- d. Before the deadline for submission of bids, the Tenderer may modify the bidding documents by issuing online corrigendum. The corrigendum will appear on the website <https://hptenders.gov.in> under “Latest Corrigendum”.
- e. Any addendum/corrigendum thus issued shall be part of the bidding documents and deemed to have been communicated to all the bidders who have moved this tender



to their “My Tenders” area. In case of any addendum/corrigendum, the system will automatically send e-mails to all bidders who have downloaded the bidding document.

- f. To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Tenderer may extend, as necessary, the deadline for submission of bids.
- g. The Tenderer may, at its discretion, extend the deadline for submission of bids by amending the bid documents, in which case all rights and obligations of the Purchaser and Bidders remain same for the extended period also.
- h. During evaluation of bids, the Tenderer may, at its discretion, ask the Bidder for clarification related to the information and documents submitted in the bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered, or permitted.
- i. The Method of selection of the firm shall be on the basis of lowest offer (L1).
- j. Each bidder shall submit only one proposal in response to this tender document.
- k. Any firm submitting more than one bid in response to this tender document shall be disqualified from the bidding process.

7. Bid Validity Period

The bid shall remain valid for a minimum period of 90 days from the date of opening of the Technical Bid, any bid with a shorter bid validity shall be liable for rejection.

8. Eligibility of Bidder

- a. The Firm should be registered with The Institute of Chartered Accountants of India (ICAI). The Firm should have been operational for at least 5 years.
- b. The firm should have been operation in H.P. for at least 5 years after registration.
- c. The firm should have at least 4-5 Chartered Accountants/ Article Clerks/Paid assistants to execute the work. Details to be uploaded in technical bid.
- d. The firm should have Annual turnover Rs. 25,00,000/- lakh or more in each for the last three financial years.
- e. The firm should have executed at least 03 works worth contract amount of Rs. 1.5 Lakh or more in each case during last 03 financial years.
- f. The firm should have a registered offices or Branch Offices situated in Shimla H.P.
- g. Declaration of Authorized Representative and Non-Blacklist Declaration shall be submitted as part of the Technical Bid. Submission of the Declaration of Authorized Representative and Non-Blacklist Declaration is mandatory; failing which, or if not submitted before the tender deadline, the tender shall be liable to rejection.
- h. The firm must have valid PAN and GST No to be uploaded as part of technical bid.
- i. The bidder must have deposited tender fee Rs. 1000/- (non-refundable) & EMD Rs. 10,000/- (refundable) separately in the form of DD in favour of CEO CAMPA, HP to be submitted physically before the last date of submitting tender.

9. Forfeited of EMD/Bid Security

The bid Security shall be forfeited in following circumstances:



- i. If the Bidder withdraws the Bid after Bid opening during the period of Bid validity.
- ii. In the case of a successful Bidder, if the Bidder fails within the specified time limit to Sign the Agreement or furnish the required Performance Security.

10. Performance e Security Deposit

Within 7 days of receipt of the Letter of Acceptance, the successful Bidder shall have to furnish the Performance Security for an amount equivalent to 10% on estimated work value in any of the form given below:

- a. Bank Guarantee (Wherever applicable, optional) from any Nationalized/Schedule Bank/Foreign Bank recognized by Reserve Bank of India or
 - b. Fixed deposit Receipt (FDR) issued by any Nationalized/Schedule Bank, duly pledged in favour of CEO CAMPA HP for period of 06 months.
- Failure of the successful Bidder to comply with the above shall constitute sufficient ground for cancellation of the award and forfeiture of the Bid Security.

11. Format and Signing of Bid

- a. The Bidder shall submit both technical and financial bids through on-line. One hard copy of technical bid along with supporting documents as per Annexure-I and clearly marked “HARD COPY of Technical bid” is required to submit in the office of Tender Inviting Authority. In the event of discrepancy between on line & manual technical bid, the bid will be cancelled.
- b. The bidder should invariably submit an index/content of document submitted mentioning the sequence of document along with the hard copy of technical document/Bid.
- c. The hard copy of technical Bid (supporting documents self-attested) shall be signed by a person or persons duly authorized to sign on behalf of the Bidder, all pages of the bid where entries or amendments have been made shall initiated by the person or persons signing the bid.

12. Submission of Bid

Submission of bid (Online mode/Off line mode)

- a. Only on-line bids will be accepted. Both technical & financial bids will have to upload through online. However, one hard copy of technical bid (supporting documents duly self-attested to be submitted in the office of the CEO CAMPA for verification & checking authenticity of documents during evaluation.
- b. **On-line:** Technical Bid with scanned copies of Bid security, cost of document and other supporting document Annexure-I. The Scan copies need to be in color pdf format only and original document need to be scanned only.
- c. The bidder should invariably submit an index/content of document submitted mentioning the sequence of document along with the hard copy of technical document/Bid.



- d. Any online document, after downloading, if found not readable / illegible will not be considered for evaluation & summarily rejected.

Financial Bid (BOO) to be submitted online only. If Financial Bid submitted off-line/hard copy, the bid will be rejected/ cancelled.

- e. **Off- line:** Tender Processing Fee Receipt (Copy), Bid Security (Copy), one hard copy of technical bid (supporting documents only etc. self-attested) as per Annexure-I is to be submitted in the office of CEO CAMPA for verification & checking authenticity of documents during evaluation.
- f. In case of discrepancy between the bid documents submitted offline (physically) and online, the e-furnished documents received with the online bids shall be considered final.

Documents not submitted by the bidder will lead to the disqualification of the bids.

13. Sealing and Marking of Bids for offline submission

The Bidder shall seal the qualification document/tender document in one envelope duly marking the envelope as “Bid/Tender Documents” mentioning the name of the work/NIT along with Bidders name and address. This main envelop should contain two separate envelops marked as follows:

- a. **Technical Bid:** should contain all supporting tender documents as per Annexure-I (The tender document envelop should invariably contain an index of document mentioning the sequence of document submitted as hard copy).
- b. **Tender fee & Bid Security:** should contain the Tender processing fee and Bid security.

14. Bid Opening

- a. The Tender Inviting Authority will open all the Bids received (except those received late) after the closure of the bid.
- b. The CEO CAMPA shall prepare minutes of the Bid opening.
- c. As Process of Bid Evaluation is a tedious and responsible job and requires evaluation/verification of large numbers of documents (technical/financial/supporting documents of the bidders), hence the process of complete bid evaluation may take time for errorless evaluation.

15. Examination of Bids and Determination of Responsive

- i. During the detailed evaluation of “Technical Bids”, the Tender Inviting Authority will determine whether each Bid
- a) meets the eligibility criteria
 - b) has been properly signed
 - c) is accompanied by the required securities and
 - d) Substantially responsive to the requirement of the Bidding documents.
- During the detailed evaluation of the “Financial Bid”, the responsiveness



of the bids will be further determined with respect to the remaining bid conditions

- e) A substantially responsive “Financial Bid” is one which conforms to all the terms, conditions, and specifications of the Bidding documents, without material deviation or reservation. A material deviation is one
 - f) which affects in any substantial way the scope, quality, or performance of the works
 - g) which limits in any substantial way, in consistent with the bidding documents,
 - h) the employer’s rights or the bidder’s obligations under the contract or
 - i) whose rectification would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids
- ii. If a “Financial Bid” is not substantially responsive, it will be rejected by the Tender Inviting Authority.

16. Technical Bid Documents

The following documents are required to be furnish by bidder for Technical Bid-Annexure-I

- i. PAN
- ii. Certificate of registration with The Institute of Chartered Accountants of India (ICAI).
- iii. The Firm should have been operational for at least 5 years. ITR of last three years to be submitted.
- iv. The firm should have at least 4-5 full time FCA /FCMA partners in full time practice.
- v. Declaration of Authorized Representative and Non-Blacklist Declaration shall be submitted on a non-judicial stamp paper of denomination not less than ₹100/-, duly signed and notarized, as part of the Technical Bid. Submission of the Declaration of Authorized Representative and Non-Blacklist Declaration is mandatory, failing which, or if not submitted before the tender deadline, the tender shall be liable to rejection.
- vi. The firm must be registered with the GST Department in HP.
- vii. The firm must possess a valid Trade License issued in HP.
- viii. The Firm Should be empaneled with the Comptroller & Auditor General.
- ix. Certificate of empaneled to be submit.

17. Financial Bid Document

- i. Financial Bid to be submitted through on-line only
- ii. The Bidder should quote rates as per BOQ.
- iii. The unit rates and the prices shall be quoted by the bidder entirely in Indian Rupees. All payments shall be made in Indian Rupees.

18. Payment Provision



The payment shall be made against the service provided by firm subjected to the following terms and conditions.

- a. The payment for the entire work shall be made in accordance with the financial bid as details as under: -
 - i. 60% payment on submission of final accounts to CEO CAMPA
 - ii. 20% payment on satisfactory completion of Audit of accounts by AG including assistance in submitting replies to the AG
 - iii. 20% on submission of annual reports (financial information only)
- b. TDS under Income Tax will be deducted at applicable rates.
- c. TDS under GST will be deducted at applicable rates.
- d. No Payment should be made for unsatisfactory work or abandoned work.
- e. The firm will raise the bills after completion of satisfactory services.
- f. The quoted fee should be inclusive of Professional Fee, Travelling, and fooding & Lodging excluding GST.
- g. In the event that two or more bidders are found to be L1 (Lowest Evaluated Bidder) after the opening of the Financial Bid, the work shall be awarded to the bidder having the highest Average Annual Turnover during the last three financial years.
- h. Award of contract is subject to approval of the recommendation of tender committee by Tender Inviting Authority.
- i. Tender Inviting Authority will award the contract to the bidder whose Bid has been determined as substantially responsive.

19. Award of Contracts

- I. In the event that two or more bidders are found to be L1 (Lowest Evaluated Bidder) after the opening of the Financial Bid, the work shall be awarded to the bidder having the highest Average Annual Turnover during the last three financial years.
- II. Award of contract is subject to approval of the recommendation of tender committee by Tender Inviting Authority.
- III. Tender Inviting Authority will award the contract to the bidder whose Bid has been determined as substantially responsive.

20. Right to accept any Bid and to reject any or all Bids

- I. The Tender Inviting Authority reserves the right to accept or reject any Bid, and to cancel the Bidding process and reject all Bids, at any time prior to the award of Contract without assigning any reason.
- II. The acceptance and rejection of tenders/bids is left entirely to the discretion of the Tender Inviting Authority viz CEO CAMPA Himachal Pradesh as applicable.
- III. Even though a bidder meets all qualifying criteria and successfully comes out in technical bid evaluation and also appears to be lowest (L1) bidder while framing the comparative statement, he or they (in case of Firm) are subject to be disqualified if the bidder or any of its partners (of a Firm).
- IV. Makes misleading or false representations in the forms, statements/declaration and attachments submitted with the bid.



- V. Records of poor performance during last three years, as on the date of bid such as abandoning the works, rescinding the contract for reasons attributable to the non-performance of the contractor/ bidder, inordinate delay in completion, consistence history of litigation/ arbitration award against the bidder or any of its constituents or financial failure due to bankruptcy etc.

21. Notification of Award and Signing of Agreement

- I. The Bidder whose Bid has been accepted will be notified of the award by the CEO CAMPA.
- II. The notification of award will constitute the formation of the Contract, subject only to the furnishing of a performance security.
- III. The Agreement will incorporate all Agreement between the Tender Inviting Authority and the successful Bidder.
- IV. The successful bidders will furnish performance security and sign the agreement within 7(Seven) days following the notification of award.

22. Time line for completion of assignment

The successful bidder has to complete the work of conversion of account to double entry system, preparation of final account for the FY 2024-25 & FY 2025-26 and training of staff by 31.01.2027. Request for extension in duration can be considered by the CEO CAMPA HP in case of some genuine reason for delay.

23. DISCLAIMER

This tender is not an offer by the CEO CAMPA HP but an invitation to receive offer from bidders/firm/agency etc. No contractual obligation whatsoever shall arise from this tender process unless and until a formal contract is duly signed and executed by CEO CAMPA HP with the selected bidder/firm/agency.



Annexure – I

**Technical Bid
(In the letter head of the firm)**

Part-I: Bidder information		
Sr. No.	Particulars	
1	Name of Firm/ Company/ Individual	
2	Official Address with Contact No.	
3	Address for communication with mobile no.	
Part-II : Documents submitted		
4	Copy of Earnest Money Deposit of Rs.10000- (Rupees ten thousand)	
5	Copy of Non- Refundable Tender Processing Fee of Rs.1000/- (Rupees one thousand)	
6	PAN	Enclosed at Page :
7	Certificate of registration with The Institute of Chartered Accountants of India (ICAI).	Enclosed at Page :
8	Annual turnover of Rs. 25.00 lakh or more during last 03 FY and ITR of last three years	Enclosed at Page :
9	The firm should have at least 4-5 full time CAs/FCA/Article Assistants/Paid assistants in full time practice. Name and Certificate to be submitted.	Enclosed at Page :
10	Declaration of Authorized Representative and Non-Blacklist Declaration shall be submitted on a non-judicial stamp paper of denomination not less than ₹100/-, duly signed and notarized, as part of the Technical Bid. Submission of the Declaration of Authorized Representative and Non-Blacklist Declaration is mandatory; failing which, or if not submitted before the tender deadline, the tender shall be liable to rejection.	Enclosed at Page :
11	GST Registration Certificate	Enclosed at Page :
12	Trade License	Enclosed at Page :
13	Certificate of empanelled with CAG	Enclosed at Page :
14	The firm should have executed at least 03 works worth contract amount of Rs. 1.5 Lakh or more in each case during last 03 financial years in Govt. Body/ University/Autonomous Body/PSU/Institute of Higher Education/Govt. Body/ Medical college and Hospital (In Last 3 Years and Current Financial Year).	Enclosed at Page :

SIGNATURE :

NAME & DESIGNATION :

DATE :



OFFICE OF HP STATE COMPENSATORY AFFORESTATION FUND
MANAGEMENT AND PLANNING AUTHORITY (HP STATE CAMPA),
ARANYA-BHAWAN, TALLAND, SHIMLA – 171 001



NAME & ADDRESS OF THE FIRM WITH SEAL :



Annexure – II

**UNDERTAKING BY BIDDER
(In the letter head of the firm)**

To

The CEO
HP State Authority
CAMPA

Tender No.:

For:

Sir,

1. I, Mr./Mrs.: On behalf of M/s
.....
having registered office at, do
herby declared that I have gone through the terms and conditions mentioned for the above
tender and undertake to comply with all tender terms and conditions. The rates quoted by me/us
are valid and binding on me/us for acceptance from the date of award of contract to us.
2. We agree to the conditions of the tender under which the Earnest Money Deposit and Security
Deposit shall be forfeited.
3. The Tender Inviting Authority has the right to accept or reject any or all the tenders without
assigning any reason.
4. We understand all the terms & conditions of the contract and bind myself/ ourselves to abide
by them.
5. We hereby declare that there is no vigilance/ CBI or court case pending/ contemplated against
us at the moment.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM WITH SEAL :



Annexure – III

ANNUAL TURNOVER STATEMENT OF THE BIDDER

The Annual Turnover of
for the past three years are given below and certified that the statement are true and correct.

Sr. No.	Financial Year	Turnover in Lakhs
1	2023-24	
2	2024-25	
3	2025-26	

Seal & Signature
Chartered Accountant/Auditor

Date: