

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

Financial Year: 2021-2022

TRIPURA BIODIVERSITY BOARD

F.No. F.24(12-11)/For-TBB/2020-21/vol-II/05-07 DT. 02/04/2022

**ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR AUDIT OF
ACCOUNTS OF TRIPURA BIODIVERSITY BOARD FOR THE FINANCIAL YEAR
2021-2022**

Sealed quotations are invited from the bona fide Chartered Accountant Firms from Tripura for Audit of Accounts of Tripura Biodiversity Board (Total 4 nos) for the financial year 2021-22. 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 paper: - 16th April, 2022 upto 03.00 PM.
2. Opening of Tender paper: - 18th April, 2022 at 04.00 PM, 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/-
(P. L. Agrawal, IFS)
Member Secretary
Tripura Biodiversity Board

Terms of Reference for Appointing Chartered Accountant Firm for Audit of Accounts of Tripura Biodiversity Board for the financial year 2021-2022.

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) Prepare the Trial balance and Annual Financial Statements (i.e. Receipts & Payments A/c, Income & Expenditure A/c and Balance Sheet), cash flow statement, notes on accounts and significant accounting policies of TBB Accounts **(TBB Fund, NBA Fund, JICA Fund, SBF A/C & Consolidated Accounts of all Funds)**.
- f) 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 2021-2022. 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 for the Financial Year 2021-2022 within 15 working days from the date of engagement.

REPORTING

The Firm shall submit the Audit Report of FY 2021--22 to the Member Secretary, Tripura Biodiversity Board.

GENERAL

The Firm shall be given access to all information relevant for the purpose of conducting the compilation. This would normally include Books of Accounts, all documents, correspondence and other information associated with TBB during the year 2021-22.

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 Head office in Agartala and all the communication to the firm will be made to that Head office address only.
- The firm 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 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:

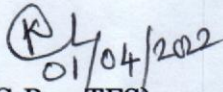
- a. The price quoted by the firms, should be valid for the entire contract period.
- b. GST will be paid at prescribed rate.
- c. TDS will be deducted as per Income Tax Act/Rule.

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 THE F.Y. 2021-2022**”.
- 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 **16/04/2022** upto 03.00 PM. Tender paper received after the due date and time shall be rejected.
- vi. Date & Time of opening of bid is **18.04.2022** at 4.00 PM, 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 2021-22.
- iv. If more than one firm quotes same fees then maximum average turnover of last three Years should be considered and selected to win the bid.


(K.G.Roy,TFS)
Deputy Conservator of Forests
Tripura Biodiversity Board

ANNEXURE-A

QUALIFICATION-CUM-TECHNICAL BID

(FY: 2021-2022)

[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)

d	The Firms should have at least 5 years experience.	Enclosed (Attach copy of Works Orders as evidence)
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 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 2021-2022

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