



Government of Tripura  
Forest Department  
**OFFICE OF THE SUB-DIVISIONAL MANAGEMENT UNIT, CHIEF**  
**Sub-Divisional Management Unit, Kanchanpur**  
Phone: 03824-265216, E-mail: sdfo.kcp@gmail.com



**Short Notice Inviting Expression of Interest for Annual Auditing of the Accounts of JFMCs formed under Tripura JICA (SCATFORM) Project for the FY 2019-20, 2020-21, 2021-22 & 2022-23 under Sub-Divisional Management Unit, Kanchanpur.**

Short Notice Inviting Expression of Interest are hereby invited under two bid system (i.e. Technical & Financial) in sealed cover from the bonafied Chartered Accountants firms having Head Office in the Tripura panelled under C&AG for Annual Financial Audit of all the Accounts of 20 Nos.. Joint Forest Management Committees formed under Tripura JICA (SCATFORM) Project SDMU Chief, Kanchanpur, Sub-Divisional Management Unit, Kanchanpur.

Eligible firms may submit expression of interest addressed to SDMU Chief, Kanchanpur, Sub-Divisional Management Unit, Kanchanpur.

Tripura JICA (SCATFORM) Project, in sealed cover.

The last date for submission of Sealed tender is: **Date 30/12/2023** upto 4:30 PM. The technical/financial Bids will be opened on next working day at 3:00 PM.

**Background :-**Project for Sustainable Catchment Forest Management in Tripura (SCATFORM) is a Project funded under Japanese ODA Loan to implemented over a period of 10 years beginning from 2018-19 by Tripura Forest Department with a total outlay of about Rs 1,000 Crore. This is one of the largest Project in the natural resource sector in the country.

**AREA OF IMPLEMENTATION**

Project is implemented in 7 Districts (North Tripura, Unakoti, Khowai, West Tripura, Sepahijala, Gomati and South Tripura) under 16 Forest Sub-Divisions, 36 Forest Ranges and 148 Forest Beat areas including 1 Ranges and 4 Forest Beats of SDMU Chief, Kanchanpur, Sub-Divisional Management Unit, Kanchanpur. Under this there are 450 new Joint Forest Management Committee and 1350 SHGs (3 SHG in each JFMC, on an average).

**PROJECT OBJECTIVE**

To improve quality of forest in the targeted catchment by sustainable forest management, soil and moisture conservation and livelihood development, thereby contributing to development of forest ecosystem services and livelihood improvement of forest dependent communities.

## **Terms of Reference**

**1. ELIGIBILITY CRITERIA:** The interested Bidders shall have to comply with the following criteria to participate in the tendering process:-

1. Must be registered with the Institute of Chartered Accountants of India as on date of apply in the tender. (Self-Attested copy of Registration Certificate issued by Institute to be furnished.)
2. The firm must be empanelled with C&AG. (Self-Attested copy of latest C&AG Empanelment Letter to be furnished.)
3. The Chartered Accountant Firm should furnish valid Constitution Certificate as on the date of applying issued by the Institute. (Self-Attested copy of latest Constitution Certificate from Institute to be furnished.)
4. The Firm must have **Head office** in Tripura for **participating in the Tender** and the ICAI copy of evidence must be enclosed.
5. Must be having a minimum auditing of at least 3 (Three) assignments/projects with Government/PSU/Societies/Statutory Board/ Corporation/ Cooperatives / FPOs in last 5 (Five) Years of value more than Rs.50,000/- each. (Kindly enclose the work order and completion certificate).
6. Turnover of the Firm must be above Rs.25 Lakhs for each of the FY- 2020-2021, FY-2021-22 & FY-2022-23). (Kindly enclose audited Balance sheet and Profit & Loss Account Statements)
7. Must be registered under Goods & Service Tax Act. (Self- Attested GST Registration Certificate to be furnished.)
8. Must submit latest self-attested Income Tax Return of the last three years (2020-2021, 2021-22 & 2022-23).
9. The Chartered Accountant Firm should furnish the profile of the Firm, available staff details along with their qualifications and related work experience.
10. The expression of interest will be received by Registered/speed post/in person in sealed cover.
11. The SDMU has fixed minimum rate for the conduct of Audit of Rs.2,000/- (all inclusive) per year per JFMC.
12. The payment would be made directly by JFMCs on completion of audit and acceptance of relevant audit reports by the respective Range Officers.

## **2. OTHER TERMS AND CONDITIONS:-**

1. The rate of fee is to be quoted both in words and figures against the Auditing of the Annual Accounts of all 58nos JFMCs for four financial years 2019-20, 2020-21, 2021-22 & 2022-23. The audit fees should be quoted inclusive all charges such as conveyance, fooding and lodging etc. and GST.

2. The Audit works are to be completed within **45 days** from the receipt of work order from the SDMU chiefs.
3. The accepted rate shall remain valid for one year from the date of issues of acceptance of rate.
4. The SDMU Chiefs SCATFORM shall have the right to accept or reject any expression of interest including the lowest one without assigning any reason, whatsoever.
5. The SDMU Chiefs SCATFORM reserves the right to call the selected firm for taking necessary advice/information and other matter related to audit as and when required.
6. The CA firm qualifying Technical capability will be issued work order quoting the lowest L- 1 and if 2 (two) or more bidders quote the same rate, the selection and allocation of Audit assignments will be made on the basis of the work experience of the CA firms in flagship project of GOI implemented in India & other Statutory bodies/PSUs/ Government organization.
7. Opening of Technical and Financial eligibility will be completed by SDMU and work order will be issued accordingly by SDMU chiefs.
8. The payment of audit fees will be made within 30 days from the date of the receipt of the bill by account payee cheque /RTGS / NEFT on receipt of pre-receipted bill in duplicate and after the **submission of Audit reports to the Respective Range Officers satisfactorily in line with audit objectives and terms and conditions. The Audit reports of each JFMCs for each year will also be sent to Sub-Divisional Management Unit, Kanchanpur.**
9. The Auditor of the selected firm needs to visit each JFMCs for conduct of the Audit and it has to be conducted by the Qualified Chartered Accountant of ICAI from the selected Firm.
10. Any effort by a firm to influence Tripura JICA (SCATFORM) Projects or its Units in its decision on bid evaluation or placement of Work Order may result in rejection of the firm's offer.
11. **Penalty:** - The CA firm has to complete the work within the stipulated period. If the agency fails to submit the Audit report with the timeline for completion of Audit, then the 10% payment will be on hold. Further the work order may be cancelled.

### **3. INSTRUCTIONS TO BIDDERS:-**

#### **i) Submission of the Bid Proposal**

- a) The proposal shall be submitted in a sealed envelope at (**respective SDMU office address**) clear inscription as "Proposal for Engagement of Annual Auditing of the Accounts of JFMCs formed under Tripura JICA (SCATFORM) Project for the FY 2019-20, 2020-21, 2021-22 & 2022-23. Reference No.....on top of it before due date and time.

b) The Proposal shall be in two parts i.e. Cover-A and Cover-B. “Cover-A” shall contain the Technical Proposal and “Cover-B” shall contain the Financial Proposal.

c) Technical and Financial bid Proposal shall be submitted separately in sealed covers with clear inscription as “Technical/Financial Bid Proposal; Reference No. ....” on top of respective covers and both the sealed envelopes shall be sealed in a third envelop with required inscription on it as mentioned in Clause (a) above.

## **ii) Evaluation and Selection**

a) The proposals shall be evaluated in two stages i.e. technical evaluation and financial evaluation.

b) The Financial Proposals shall be opened of those Firms who will qualify in the technical evaluation.

## **4. SCOPE OF WORK:**

- To see that the project funds has been used for the work for which it was released and the prescribed procedure/norms to be followed.
- To see that the goods and services to be procured as per the agreement/prescribed procedure
- To scrutinize that necessary supporting documents, records, and accounts have been maintained for all expenses
- To ascertain whether the JFMC accounts have been prepared consistently, which provide a clear financial situation at the year end.
- To scrutinize whether the SoE furnished to RMU or SDMU concerning the Books of Accounts is consistent or not.

## **5. WHAT IS TO BE CHECKED:-**

A. To identify and report the areas where the Unit has not complied the directions of the PMU in regard to fund allotment.

### **B. Audit of Books of Accounts :-**

1. JFMC Cash Book
2. Ledger Book
3. Stock Register
4. Cheque/Draft received register.
5. Nursery Journal
6. Plantation Journal
7. GB meeting Resolution register
8. EC meeting Resolution register
9. JFMC benefit Register
10. Revolving fund register
11. Sanction Register
12. Asset Register
13. Expenditure Register
14. Wages Register
15. Agro forestry benefit Register

16. Agro forestry input cost Register
17. Work Register
18. Cheque issue Register
19. SHGs cash book
20. Pass book.

## **6. FOR REFERENCE**

| SN | Nature of Expenses   | Supporting Documents to be checked  |
|----|--|---|
| 1  | Micro plan   | Annual plan of operation for 5 years  |
| 2  | Plantation , Protection & Maintenance of assets / patrolling / Forest conservation, Fireline development | Bills of purchase of material, labour payment, muster roll, measurement of work, purchase of planting material/seeds, polythene bags, transportation costs, etc. during Advance Works & Plantation activities, Muster roll, labour payment, bills of purchase like sticks, receipts of payments, measurement of work if any |
| 3  | Construction Works (SMC &MUC)  | Bills of purchase, labour payment, muster rolls, measurement, work measures, approved design, sanctioned amount   |
| 4  | Agro forestry  | Bills for purchase of seeds/planting material, polythene, polythene bags, cost of transportation, labour payment, muster rolls,   |
| 5  | Livelihood development   | RF disbursement (loan) and repayment registers; MoU with SHGs; Business Plans   |

  
 11/12/2023  
**[Suman Mitra, TFS]**

SDMU Chief  
 Sub-Divisional Management Unit, Kanchanpur  
 Tripura JICA Project (SCATFORM)

### **Copy to:-**

1. The PS to CEO & PD, Tripura JICA (SCATFORM) project for kind information of CEO & PD, Tripura JICA (SCATFORM) project.
2. The Director AFA Tripura JICA (SCATFFORM) Project for kind information.
3. Respective DMU Chiefs.
4. Program Manager Audit Tripura JICA (SCATFFORM) Project.
5. MIS officer to display the EOI in the website of Tripura JICA Project website <https://jica.tripura.gov.in/>
6. IC GIS LAB, Tripura Forest department with a request to upload in the department website.
7. CO Tripura JICA Project for needful action.
8. The RMU Chief, Kanchanpur for information
9. Notice board of Wildlife Warden Office.

  
**[Suman Mitra, TFS]**

SDMU Chief  
 Sub-Divisional Management Unit, Kanchanpur  
 Tripura JICA Project (SCATFORM)

| <b>Sl. No</b> | <b>Particulars</b>  | <b>Details</b>     | <b>Requisite Documents Enclosed (Yes/No)</b> |
|---------------|---|--------------------|--|
| <b>1</b>      | Name and <b>Head office</b> Address of the Chartered Accountants Firm.  |                    |  |
| <b>2</b>      | Date of Registration with Institute of Chartered Accountants of India. (Self-Attested copy of Registration Certificate issued by Institute of Chartered Accountants of India to be furnished.)  | <b>Annexure -1</b> |  |
| <b>3</b>      | Year of empanelment with C&AG. (Self-Attested copy of latest C&AG empanelment letter to be attached.)   | <b>Annexure -2</b> |  |
| <b>4</b>      | No. of FCA/ACA Partners as on 1st July, 2023. (Self Attested copy of latest Constitution Certificate from Institute of Chartered Accountants of India to be furnished.)   | <b>Annexure -3</b> |  |
| <b>5</b>      | Name, Designation, Contact No. and Address of the Contact Person. Please furnish the profile of the Firm, available staff details along with their qualifications and related work experiences.   | <b>Annexure -4</b> |  |
| <b>6</b>      | Experience of Auditing of at least 3 (Three) assignments/Projects with Government/PSU/Societies/ Statutory Board/ Corporation /Cooperatives/ FPOs in last 5 (Five) of value more than Rs.50,000/- each. (Kindly enclose the work order and completion certificate). | <b>Annexure -5</b> |  |
| <b>7</b>      | Turnover of the Firm must be above Rs.25 Lakhs and above for the last each three years (FY- 2020-2021, FY-2021-22 & FY-2022-23). (Kindly enclose audited Balance sheet and Profit & Loss Account Statements)  | <b>Annexure -6</b> |  |
| <b>8</b>      | Date of Registration under Goods & Service Tax Act. (Self Attested Goods and Service Tax Registration Certificate to be furnished.)   | <b>Annexure -7</b> |  |
| <b>9</b>      | Income Tax Return for the last three years (Self-Attested copies enclosure)   | <b>Annexure -8</b> |  |
| <b>10</b>     | Any other details the Firm would like to furnish (Example: Awards & Accreditations.)  | <b>Annexure -9</b> |  |

**ANNEXURE – I**

Profile of the Applicant (To be furnished along with the Technical Proposal Cover “A” on the Letter Head of the Firm)

Note: (i) Information may be furnished in separate sheet (s) wherever necessary.  
(ii) In case of documents, they should be self-Attested photocopies.

We hereby agree with all the terms and conditions of the JICA SCATFORM Tripura Project and we hereby undertake to abide by same.

Date:

Place:

Authorized Signatory  
(Signature and Seal of the Authorized Signatory)

**ANNEXURE –II**

**FINANCIAL PROPOSAL (To be furnished in Cover-B on the Letter Head of the Firm)**

1. Name and Address of the Bidder:-

2. Price Details:-

| Sl. No       | Particulars   | Amount (Rs) |
|--------------|---|-------------|
| 01           | Audit Fees for the scope of work as per Tripura JICA (SCTAFORM) , Project |             |
| <b>Total</b> |   |             |

The Consolidated Audit fee should be quoted inclusive of TA/DA/Boarding/Lodging etc.  
Total Price including GST: Rs ..... (In words)

.....  
.....

Note: If there is a discrepancy between words and figures, the amount in words shall prevail. We hereby agree with all the terms and conditions of the Tripura JICA (SCTAFORM) Project and we hereby undertake to abide by same.

Date:

Place:

Authorized Signatory  
(Signature and Seal of the Authorized Signatory)