

O.O.No 02 Date 03.01.2017

Expression of Interest from C&AG Empanelled Chartered Accountants firms for preparation and compilation of Accounts of the State CAMPA and its units under Double Entry Accounting System.

The State CAMPA, Odisha invites Expression of Interest, in sealed cover, from Comptroller & Auditor General of India empanelled Chartered Accountant firms for preparation and compilation of Accounts in double Entry Accounting system of the State CAMPA for its office at Bhubaneswar and of all its units as per list annexed at Annexure-II of the Terms of Reference. The CA firm will prepare the accounts in Double Entry Accounting System (Uniform Format of Accounts applicable to the Central Autonomous Bodies) along with generation of Cash Books, preparation of Assets Register and other subsidiaries Books of Accounts as may be required under Double Entry System of Accounting for each unit including headquarter office for the seven Financial Years 2009-10, 2010-11, 2011-12, 2012-13, 2013-14, 2014-15 and 2015-16.

Detail of Information and Terms of Reference can be seen in the official website www.odishaforest.in or www.odisha.gov.in (all Tenders Section) or can be obtained from the Office of the Additional P.C.C.F (CAMPA) at 3rd Floor, Office of the P.C.C.F, Odisha, Aranya Bhawan, Chandrasekharapur, Bhubaneswar-23 in any working days till 31.01.2017 during the business hours free of cost. Completed proposals should reach office of the Additional P.C.C.F (CAMPA) on or before 31.01.2017 upto 16.00 hours.

For any query regarding scope of work, other requirements and conditions that the assignment entails, a meeting will be held on 21.01.2017 at 11.00 AM in the office of the Addl. P.C.C.F (CAMPA) at 3rd Floor, Office of the P.C.C.F, Odisha, Aranya Bhawan, Chandrasekharapur, Bhubaneswar-23. The Authority reserves the right to accept or reject all or any of the EOI without assigning any reasons thereof.

Additional P.C.C.F (CAMPA) 21/1/17
Office of the P.C.C.F, Odisha
Aranya Bhawan, Chandrasekharapur,
Bhubaneswar, Odisha-751023
Ph- 0674 – 2302036 (Off)
Email: campa.pccfodisha@gmail.com

General Information

1. General Instruction to Chartered Accountant firms:

- a. The CA firms are expected to travel throughout the state of Odisha and to all the Forest Circles / Divisions / Range offices in particular where the office of the DDOs of the State CAPMA, Odisha are located.
- b. The CA Firms are expected to liaise with the field functionaries viz, RCCF, CCFs, CFs, DFOs and Range officers of various Circles regarding their visits. The State CAMPA, Odisha on its part will instruct all the field functionaries to render all possible assistance especially production of Cash Books, all connected vouchers and other documents and papers, Progress Reports, Bank Statements etc. required for preparation of the Accounts.
- c. The CAMPA Cell will provide the formats for preparation of Uniform Formats of Accounts applicable to the Central Autonomous Bodies on Double Entry Accounting System on which the accounts of State CAMPA, Odisha will be prepared.
- d. The State CAMPA, Odisha shall provide the detail of funds received by it and the Forest Division-wise APO approved as also funds released under various sectors of CAMPA.
- e. The CA firm will have to prepare and certify the accounts of the Forest Division as may be allotted by the Addl. PCCF (CAMPA), Bhubaneswar. The CA firm who will be assigned the preparation of the accounts of the State CAMPA at Bhubaneswar is also required to compile accounts of all the Forest Divisions of the State and prepare the financial statement such as Balance Sheet, Income and Expenditure statement consolidated statements of the state etc. as required and certify the same.
- f. The last date for the submission of EOI is 31st January, 2017 by 4.00 P.M.
- g. The EOI will be submitted in a sealed cover addressed to the Additional P.C.C.F (CAMPA), O/o the PCCF, Odisha, Aranya Bhawan, Chandrasekharpur, Bhubaneswar-23.
- h. Preference will be given to Chartered Accountant firms having head office/branch office in the locality of the forest divisions.

Tilendra Kumar
02/11/17

2. Pre-Qualification Criteria:

The Chartered Accountant firms shall have to meet all the following minimum criteria in order to be eligible for consideration of his Technical Bid:

- I. **C&AG Empanelment:** the firm should be empanelled with the Comptroller & Auditor General of India and the copy of the registration letter should be furnished.
- II. **Past Experience of the Firm:** the firm should have post qualification experience of working for the last 15 years and must have undertaken at least three works of similar nature for Government/ Semi Government/ State PSU/Central PSU/Autonomous bodies in last 10 years.
- III. **Available manpower:** The firm should have strength of at least 10 qualified accountants to undertake the job by deploying teams so as to complete the assignment in the specified time.
- IV. **Annual Turnover:** the average turnover of the firm in last three years should be in excess of Rs.50 lakhs.

3. Technical Evaluation:

Evaluation will be done as per parameters as mentioned in the technical information sheet annexed at Annexure-I of this document. Only applicants who score minimum 70% points in the Technical Bid will be eligible for consideration. Authority reserves its right to vary or revise the technical evaluation as may be appropriate for completion of the Assignment within a stipulated time period.

4. Remuneration for the Assignment:

- a. Remuneration at the rate of Rs.60,000/- per Forest Division (Territorial & Wildlife) per year of account will be paid. The amount is inclusive of all expenses of Boarding, Lodging, Conveyance and all out of pocket expenses in connection with preparation of Accounts of the Unit and excludes service tax.
- b. Remuneration of Rs.1,50,000/- + Service tax per year will be paid for preparation of Accounts of the State CAMPA and compilation, finalization and preparation of the State CAMPA.

Tilendra Kumar
02/11/17

