



**Government of Tripura
Department of Forests
Project Management Unit
Tripura JICA Project**

Hatipara, Gandhigram- 799012, West Tripura

Telefax: (0381) 239-7022 / 7086 ::: www.tripurajica.com ::: email id: tripurajicaproject@rediffmail.com

No.F.22-1(5)/For-JICA/Audit/2014/.....

Dated: /11/2015

**Notice Inviting Tender for auditing the accounts of Tripura Forest Environmental
Improvement and Poverty Alleviation Society (TFIPAS)**

Sealed tenders are invited from the bonafide and registered Chartered Accountants of India to audit the accounts of offices, a list of which is enclosed at Annexure-I for the financial year 2014-15 as per the terms & conditions indicated below:-

Eligible firms (eligibility criteria given in Annexure-III) may submit tenders addressed to the undersigned in sealed cover in the office of the Project Management Unit (PMU), Tripura JICA Project, 1st Floor, Hatipara, Gandhigram-799012, West-Tripura up to **1100 hrs. of 2nd December, 2015** which will be opened on the same date at **1200 hrs.** Subject to the following terms & conditions:-

Terms and Conditions

1. The rate of fee inclusive of other charges, is to be quoted both in words and figures against each office mentioned in the Annexure-I.
2. The Audit works are to be commenced within **5th December 2015** and completed by **20th December, 2015**.
3. Payment will be made against bill produced on completion of Audit works in all respects.
4. The tender will be received by Registered/Speed Post in sealed cover superscribing "Tender for Auditing the accounts of TFIPAS for the F.Y. 2014-15" on the sealed cover.
5. The accepted rate shall remain valid for one year from the date of issue of acceptance of rate.
6. The undersigned reserves the right to accept or reject any tender including the lowest one without assigning any reason, what so ever. The undersigned reserves the right to call the selected firm for taking necessary advice/information & other matters related to Audit as and when required.
7. An EMD of Rs. 5,000/- (Rupees five thousand only) in the form of Crossed Demand Draft in favour of "Drawing & Disbursing Officer, PMU, Tripura JICA Project" may be deposited along with the tender, upon finalization, the same shall be deemed as Security Deposit against the successful tenderer.
8. If the successful tenderer fails to fulfill the contractual obligations, the Security Deposit shall be forfeited forthwith.



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Annexure- I

The erstwhile offices of TFIPAS for which Audit is to be carried out for the financial year 2014-15 are as follows:-

1. Project Management Unit
2. NTFP Center of Excellence.
3. Divisional Management Unit, Sadar including RMUs (8 nos.)
4. Divisional Management Unit. Teliamura including RMUs (7 nos.)
5. Divisional Management Unit. Udaipur including RMUs (3 nos.)
6. Divisional Management Unit. Bagafa including RMUs (6 nos.)
7. Divisional Management Unit. Gumati, Jatanbari including RMUs (5 nos.)
8. Divisional Management Unit. Trishna, Joychandrapur including RMUs (3 nos.)
9. Divisional Management Unit. Kailashahar including RMUs (4 nos.)
10. Divisional Management Unit. Kanchanpur including RMUs (2 nos.)

Annexure- II

The scope of works should be as follows:

1. Checking of daily cash, bank & ledger A/Cs Transaction to ensure.
 - a. Transactions are recorded in principles of commercial accounting and are booked to proper accounting heads.
 - b. Transactions are undertaken on proper authority.
 - c. Transactions are duly supported by proper supporting documents.
 - d. Propriety of the transactions.
 - e. Adherence of JICA guidelines & financial procedures formulated by the TFIPS.
2. Checking the maintenance of book of accounts and records.
3. Checking the Bank reconciliation statements.
4. Checking of component-wise, category-wise and account head-wise expenditures.
5. Checking of various statutory compliance like Income Tax, VAT etc.
6. Checking of the budget prepared.
7. Assigning of funds management of the Society.
8. Suggesting revision in forms and formats from time to time as may be necessary.
9. Preparation of Annual Accounts of the society in the standard format of B/S, I/E Account and R/P Account along with Trial Balance of Accounts with relevant schedules.
10. Master copy of the annual accounts to be cross-referenced with ledger A/Cs.



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Annexure- III

Eligibility criteria for the firm are as follows:-

1. The Auditing Firm should be empanelled with the CAG.
2. The Auditing Firm should be registered with ICAI.
3. The Auditing Firm shall have the experience of auditing at least 10 (ten) Government PSUs/Societies for at least 3(Three) years in Tripura.
4. The Auditing Firm will have to submit the proof/testimonials etc. in support of the claims.
5. The Auditing firm should have their office/Branch office in Tripura for the last 3 years.

**[G.S.Raju,IFS]
Chief Executive Officer & Project Director.
Tripura JICA Project**

Copy to:-

1. Notice Board of this office.
2. Websites of Tripura JICA Project, NCE & Tripurainfo.com

**[G.S.Raju,IFS]
Chief Executive Officer & Project Director.
Tripura JICA Project**