

GOVT OF NCT OF DELHI
DEPARTMENT OF FORESTS & WILDLIFE
2ND FLOOR, A-BLOCK, VIKAS BHAWAN, NEW DELHI - 110002

No. 6(47)/CF/HQ/ACCOUNT/CAMPA/PAYMENT/2017/2016-26

Date : 18/02/2020

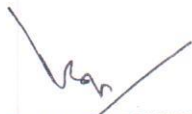
NOTICE INVITING E- TENDER FOR APPOINTMENT OF CHARTERED ACCOUNTANTS FOR CONDUCTING INTERNAL AUDIT FOR SPECIFIC FUNDS OF DEPARTMENT OF FORESTS & WILDLIFE GOVT. OF NCT. OF DELHI.

Online tenders are invited by Department of Forests & wildlife, Govt. of NCT of Delhi, through e-tendering from reputed & experienced Chartered Accountants firms who are eligible bonafide tenderers registered with Delhi as well as C&AG empanelled and competent for appointing as Internal Auditor in government department for conducting Internal Audit of its specific funds for the period as given below :-

1. **Delhi Compensatory Afforestation Fund Management & Planning Authority (Delhi-CAMPA)** for the period from Financial Year 2009-10 to 2019-20.
2. **Ridge Management Board Fund (RMB)** for the period from Financial Year 2008-09 to 2019-20.

The first requirement to participate in e-tender is to have digital signature and the registration of tenderers with Delhi Govt. E-procurement. For any assistance regarding e-tendering process, the intending tenderers may contact at Help Desk 6th Floor, C-wing, Vikas Bhawan-II, (Near Metcalf House) Civil Lines, Delhi-54 or call on 011-23813523 (Monday - Friday, 09:30 AM to 06:00 PM).

Last date for submission/receipt of tender(s) through e-tendering is 14.09.2020 at 2:00 p.m. and will be opened online by the Tender Committee in the presence of tenderers or their authorized representatives who wish to be present on the same day i.e. 14.09.2020 at 2:30 p.m. in the office of the Deputy Conservator of Forests, North Forest Division, Department of Forest & Wildlife, Government of NCT of Delhi. In case of any holiday on the day of opening, the e-tender will be opened on the next working day at the same time.


(K.S. JAYACHANDRAN)
CF(HQ)/HOO

❖ **Scope of Work**

The firm shall scrutinizes/ verifies of following accounting records and books of accounts shall be audited by the firm in accordance with the guidelines or requirement of bye-laws / guidelines of respective funds.

- a) Cash book and Ledger Accounts
- b) Grant / Receipts Accounts
- c) Receipt & Payment Accounts
- d) Income and Expenditure Accounts & Balance Sheet
- e) Checking of Trial Balance
- f) Verification of all compliances in relation to Goods and Service Tax, Income Tax (TDS) & Value Added Tax.
- g) The firm shall verify accounts with reference to the books of accounts i.e. ledgers, journal, other subsidiary and supporting records to see that the accounts are in agreement with the books of accounts.
- h) Assistance at the time of Govt. Audit of CAG & State General Accountant, as and when required. The expert advice for Audit compliances and Govt.'s queries if needed to verify of reply against the Audit observation.
- i) Dealing with any Government/Departmental queries, related to Finance/Accounts of respective funds.
- j) Any other work needed for Accounts finalization.
- k) Preparation of Utilization Certificate

❖ **Reporting and Disclosures**

The firm shall certify and disclose in its audit report that financial statement of respective fund have been prepared as per prescribed format and accounting treatment of Government Grants as per Accounting Standard and firm shall also submit its audit report and audited financial statements with its annexures/statements in triplicate to the Department of Forests & Wildlife within 90 days from date of appointment.

❖ **TERMS & CONDTIONS OF THE E-TENDER**

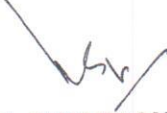
1. E-Tenders invited for appointing as Internal Auditor in Department of Forests & Wildlife for conducting Internal Audit of its specific funds for the period as given below :-
 - (i) Delhi Compensatory Afforestation Fund Management & Planning Authority (Delhi-CAMPA) for the period from Financial Year 2009-10 to 2019-20.
 - (ii) Ridge Management Board Fund (RMB) for the period from Financial Year 2008-09 to 2019-20.
2. Participation in the online bid shall amount to bidder's acceptance of the terms and conditions of the tender.
3. The **Technical Bid** should consist of the following:-

- a The Firms of practicing Chartered Accountants should have experience of Audit of Annual Accounts of Central/State Government.
- b Scanned Copy of empanelment letter of C&AG as proof in respect of empanelled with Comptroller and Auditor General of India (C&AG).
- c Scanned copy of Self-attested Pan of the firm.
- d Scanned copy of Self-attested GST Registration Certificate of the firm.
- e Scanned copy of Self-declaration Certificate to certify that the firm or any partner of the firm is not black listed.
- f If process/performance of the audit team is not found satisfactory, the department reserves the right to terminate the appointment of the firm at any time.
- h No advance shall be payable under any circumstances and payment shall be remitted through ECS as per the banks details mentioned on submitted to the department. TDS shall be deducted as per Income Tax Act, 1961 and relevant prevailing rules at the time of release of payment, only after the completion of job, subject to satisfactory performance during complete tenure.
- i Department shall not bear the expenditure on travelling, boarding etc of the staff deputed by the firm for auditing purposes or for representing the department before any official authorities in connection with settlement of Accounts.
- j The payment of audit fee will be paid after completion of Audit.
- k it is conveyed that the Delhi-CAMPA fund & RMB fund are exclusively separate fund from each other hence the audit fee to be quoted including all charges but excluding taxes must be shown separately for each fund in your submission.

Copy to :-

1. The Principal Secretary (E&F), Department of Environment, Forests & Wildlife, VI-Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi- 110002.
2. The Secretary to Hon'ble Minister (E&F), VIII-Level, A-Wing Delhi Secretariat, I. P. Estate, GNCTD for kind information.
3. The PCCF, Department of Forests & Wildlife, Vikas Bhawan, I.P. Estate, GNCTD for kind information.
4. The Chief Conservator of Forests (Admin), Department of Forests & Wildlife, Vikas Bhawan, I.P. Estate, GNCTD for kind information.
5. The Chief Conservator of Forests (CWLW), Department of Forests & Wildlife, Vikas Bhawan, I.P. Estate, GNCTD for kind information.
6. The Conservator of Forests, Department of Forests & Wildlife, Vikas Bhawan, I.P. Estate, GNCTD for kind information.
7. The Sr. Accounts Officer, Department of Forests & Wildlife, Vikas Bhawan, I.P. Estate, GNCTD for kind information.

8. Dy. Controller of Accounts (Env.), Delhi Secretariat, Delhi - 110002 with the request to kindly be present at the time of opening of E-Tender on the scheduled date and time.
9. Dy. Conservator of Forests, North Forests Division, GNCTD, Kamla Nehru Ridge, Delhi-110007 for uploading the E-tender.
10. Programmer, Department of Environment, Level 6, Delhi Secretariat with the request to upload it on website of Department of Forests & Wildlife in public interest.
11. Notice Board


(K.S. JAYACHANDRAN)
CF(HQ)/HOO