क्रमांक/ File No.NA-4/36/2025-NA

भारत सरकार

Government of India

राष्ट्रीय प्रतिपूरक वनरोपण निधि प्रबंधन एवं योजना प्राधिकरण

National Compensatory Afforestation Fund Management and Planning Authority

पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय

Ministry of Environment, Forest and Climate Change

तीसरी मंजिल, सुप्रीम कोर्ट मेट्रो स्टेशन बिल्डिंग, नई दिल्ली-110001

3rd Floor, Supreme Court Metro Station Building, New Delhi-110001

Email: nationalcampa-moefcc@gov.in

*****

दिनांक \Dated: 31st October 2025

Expression of Interest (EoI)

National Compensatory Afforestation Fund Management and Planning Authority (National Authority), requires **01 Chartered Accountant and 01 Accountant** at National Authority on contractual basis through a Chartered Accountant firm (hereafter referred as "Firm or C.A. Firm") registered with the Institute of Chartered Accountants of India as well as empaneled with the C&AG, for guidance and assistance related to the accounting work of National Authority. Proposals are invited in the prescribed form from qualified firms for the selection of competent and qualified service providers (chartered accountant firms) located in Delhi/NCR.

Item	**Details/ Date**
Start Date for submission of EoI document	1st November 2025
Last Date and Time for submission of offer	14th November 2025 up to 14:00 Hrs.

The Expression of Interest (EoI), along with the detailed terms and conditions for technical qualifications and the selection procedure, is available on the National Authority websites: https://nationalcampa.nic.in/ and https://moef.gov.in/ Interested applicants may submit their EoI, along with all required documents for technical qualifications and financial proposals in the prescribed form in favor of Chief Executive Officer (CEO), National Compensatory Afforestation Fund Management and Planning Authority, 3rd Floor, Supreme Court Metro Station Building, New Delhi -110001.

It is necessary to submit all the required documents at National Authority office address mentioned above, on or before the last date of submission of the EoI for technical and financial evaluation of the offer.

I. Eligibility Criteria

Technical Qualification/ Eligibility criteria for the firms-

i.	Agency	The firm should be registered with the **Institute of Chartered Accountants of India** and should be empaneled with office of the **Comptroller and Auditor General of India** (C&AG) for conducting audit and accounting work for Government Body.
ii.	Agency's Office	The Chartered Accountant Firm must have a registered/ Branch office in the state of **Delhi**. Mention full address, concerned person's name, mobile number, email, etc. of the firm's registered office located in the state of Delhi.

iii.	Agency's Annual Turn Over	Not less than **Rs. 1.00 Crore** during each of the last 2 Financial Years 2023-24 and 2024-25. For the annual turnover proof, firms must provide a copy of the Income tax return of 2 years (With computation) along with self-attested copies of Profit and Loss Account and Balance Sheet (Attach Firms PAN card also.)
iv.	Experience	**Experience:** The applicant should have a **minimum of fifteen (15)** years of experience in the field of maintenance of Annual Accounts and Concurrent Audit, Internal Audit, or any other type of audit for Government Organizations, Government Departments, or Banks. **Documentary Proof:** The applicant shall submit copies of work orders for each of the last three (3) financial years. **Additional Assignment Requirements:** In addition to the above, the applicant must have successfully executed: • At least one (1) similar assignment with a value of INR 15 lakh or above per annum, Or • At least two (2) similar assignments with a value of INR 10 lakh or above per annum during the last ten (10) financial years for Government Organizations, Government Departments, or Public Sector Undertakings (PSUs) or their related organizations/ Entities. Documentary evidence such as work orders, agreements, must be submitted along with the offer.
v.	Performance Security	The selected Chartered Accountant firms must provide a Performance Guarantee (PG) in the form of Bank Guarantee or Fixed Deposit Receipt (FDR) as stipulated in the GFR-171 equivalent to Rs. 1.00 Lakh. In case of failure to execute the work as per the satisfaction of the reporting authority, the Performance Guarantee (PG) will be forfeited.
vi..	Tenure	The tenure of the Chartered Accountant firms will be initially for 1 year. In case of satisfactory performance, the same may be extended for further period on the basis of mutual agreement.
vii.	Affidavit	Affidavit from the notary that the firm is not blacklisted in service from any office of the Central Government or any State Government and that the firm has not been punished by any court and no judicial suit is pending.
viii.	National Authority rights	National Authority reserves the right: 1. To increase or decrease the number of manpower 2. National Authority may reject the offer without

		assigning any reason, and no claim shall be entertained. 3. National Authority may verify the authenticity of documents and blacklist the firm in case of false/incorrect submissions. 4. National Authority may require replacement of any staff member found incompetent, unprofessional, or in misconduct.
ix.	Successful applicant firms who qualify both financial and technical criteria will be appointed in the National Authority	

2. Qualification/ Eligibility criteria for Accountant provided by the CA Firm-

1. B.Com. / M.Com. degree and must have working knowledge of Tally.
2. At least two years' work experience in Accounting and Tally will be mandatory.

II. General terms & conditions for appointment of the Firm in National Authority-

1. Chartered Accountant Firms should have a minimum of fifteen (15) years of experience in the field of maintenance of Annual Accounts and Concurrent Audit, Internal Audit, or any other type of audit for Government Organizations, Government Departments, or Public Sector Undertakings (PSUs) or related organizations/ Entities. The applicant shall submit copies of work orders for each of the last three (5) financial years.

   Additional Assignment Requirements:
   In addition to the above, the applicant must have successfully executed:
   - At least one (1) similar assignment with a value of INR 15 lakh or above per annum, Or
   - At least two (2) similar assignments with a value of INR 10 lakh or above per annum
     During the last ten (10) financial years for Government Organizations, Government Departments, or Public Sector Undertakings (PSUs) or their related organizations/ Entities. Documentary evidence such as work orders must be submitted along with the offer.

2. Proposal should be submitted at the National Authority office, 3rd Floor, Supreme Court Metro Station Building, New Delhi -110001 on or before 15th November 2025, 14:00 Hrs.

3. Proposals submitted without relevant papers/documents will be rejected.

4. The annual turnover should not be less than Rs. 1.00 Crore during the last two consecutive financial years of the Firm. For the annual turnover proof, the firm must provide a copy of the Income tax return of 2 years (With computation) along with self-attested copies of Profit and Loss Account and Balance Sheet (Attach Firms PAN card also).

5. The selected agencies shall have to submit an undertaking on non-judicial stamp paper of Rs. 100/- (One hundred) to National Authority prior to the issue of work order covering the following points:
   'Firm is not blacklisted in service from any office of the Central Government or any State Government and that the firm has not been punished by any court and no judicial suit is pending.'

6. The Technical Proposal along with all required documents for technical qualifications to be submitted to National Authority official address mentioned above on or before the last date of submission of EoI for technical evaluation.

7. Financial proposals should also be submitted in prescribed form separately.

8. The Technical Proposals will be opened first and will be evaluated by the **Evaluation Committee** constituted by the authority, which shall look into compliance of specifications and other Terms & conditions for appointment of the firm. At the second stage, Financial Proposal of only technically acceptable agencies will be opened, for further evaluation.

9. National Authority reserves the right to reject/cancel the proposal of agency at any time. The decision of National Authority shall be final and binding.

10. Participation for the appointment process will automatically imply the acceptance, on part of the participating agency, of all the terms and conditions of this notice for appointment.

11. Chartered Accountant firms will have to provide the suitable CA and Accountant to National Authority within one 15 days from the date of signing of the agreement of work/ contract.

12. The work of the CA and the Accountant is to be supervised/ monitored by the partner CA firm on regular basis.

13. An agreement will be signed between the selected Chartered Accountant firms and National Authority for the terms and conditions of the invitation proposal.

14. Upon verification evaluation/ assessment, if in case any information furnished by the firm is found to be false/incorrect their offer shall be summarily rejected and no correspondence on the same shall be entertained and the Performance Guarantee (PG) shall be forfeited.

15. CEO, National Authority has all the rights to award or cancel the EoI at any point of time without assigning any reason.

III. Deliverable/ Scope of work

The maintenance and preparation of the accounts shall be in accordance with the procedures prescribed, in consultation with the Comptroller and Auditor-General of India, and as specified in the annexures of the Compensatory Afforestation Fund Act, 2016 and the Compensatory Afforestation Fund Rules, 2018.

The firm providing the candidates shall be responsible to execute all the work assigned to them and guide the staff of the National Authority regarding:

1. Guidance and Assistance in preparation of Budget of National Authority - The Chartered Accountant and the Accountant appointed shall guide and assist in the preparation of the budget for the next financial year showing the estimated receipts and expenditure of National authority as per **Form I i.e. Annual Budget proposal of National Authority** of the CAF Act, 2016 and

CAF Rules, 2018 based on the annual plan of operation including various schemes of the National Authority.

2. Guidance and Assistance in maintenance of the accounts of National Authority – The Chartered Accountant and the Accountant appointed shall guide and assist in the preparation of the monthly statement of accounts for the receipt and payment and expenditure as per the **Form-II (Monthly Statement of Accounts of National Authority for the Receipt and Payment/Expenditure)** and Annual statement of accounts of the National Authority as per **Form-III (Annual statement of Accounts of National Authority)**, and also shall maintain the records and accounts as per the **Form-IV** of the CAF Act, 2016 and CAF Rules, 2018.

   i. Following Records and Accounts to be maintained by the National Authority as per Form IV and to be compiled in excel -

      a. Cash Book, Ledger, Journal, Public Fund Accounts Register
      b. Stock Register, Fixed Asset Register.
      c. Registers showing expenditure by Heads of Accounts
      d. Monthly financial statement of Accounts and physical output
      e. Quarterly Monitoring Register
      f. Register for Annual Share of National Fund from the State Fund (State wise)
      g. Register of Grants/Loans etc.
      h. Records of schemes approved and executed by the National Authority including statement of funds released to beneficiaries of the scheme.

   ii. A month-wise record shall be maintained of invoices, sanctions issued by the National Authority, and payments made to the PAO.

   iii. Monthly entries in accounting software regarding the receipt and expenditure/payment vouchers during the month to be carried out by the concerned officials.

   iv. Maintenance of record of the monthly entries of receipts received from the States/UTs and compilation of the record in Excel, Accounting software, entries in the Public A/c Register when the amount is transferred to Public Account.

   v. Maintenance of record of the transfers to States/UTs and compilation of the record in Excel, Accounting software and make entry of 10% National Fund in Register of Annual Share.

   vi. Maintenance of the record of the schemes fund released and refund of interest to National Authority with utilization certificate.

   vii. Downloading the monthly expenditure statements from PFMS Portal, entries of the monthly expenditure to be made in Accounting Software as well as in the register (Head wise expenditure Register) maintained by the Authority. Reports to be generated and kept in the office file folder.

   viii. Accounting of statutory liabilities is of utmost importance. It is to be constantly scrutinized that correct statutory liabilities such as TDS, GST, TCS etc. are deducted from bills. It is also to be scrutinized that GST/service tax liabilities sales tax/vat tax/commercial tax collected from consumers/vendors are properly recognized and accounted for.

   ix. Bank reconciliation work which includes up to date reconciliation from previous backlogs wherever exists.

x. Constant reconciliation of manual (internal) records with the same records maintained in the accounting system.

xi. Reconciliations of statutory liability accounts and indicate if statutory liabilities are paid before due dates, if there is delay in remittance of statutory liabilities, the corrective measures shall be indicated. Assistance in preparation of reply to tax authorities/audit teams for taxation purpose with due consultation with the Head Office.

xii. Reconciliation of accounts with outside records such as bank reconciliation.

xiii. Reconciliation of GPF deduction, remittances, receipt from GPF Trust and GPF loan part final and final payment to staff.

xiv. Scrutiny of trial balances of the National Authority.

xv. All other works necessary for preparing a true and fair account as instructed.

3. <u>Guidance and Assistance in the preparation of Annual Financial Statements</u> - The Chartered Accountant and the Accountant appointed shall assist in preparation of financial statements includes Balance Sheet, Income and Expenditure Account, Receipts and Payment Account along with the relevant schedules at the end of the Financial Year.

IV. Reporting

The Chartered Accountant appointed shall be required to report and follow the instructions of the concerned designated authority of the National Authority.

The work of the CA and the Accountant is to be supervised/ monitored by the partner CA firm on regular basis.

V. Amount of the Order:

The lowest rate quoted per month by the firm / CA who fulfills the required qualification shall be selected and the order will be placed. Quoted price including all taxes and duties shall be paid to the CA except GST which shall be paid extra as per the terms of this order. If absent an amount per day/ per month shall be reduced in proportion to the total days absent to the total days in that month.

VI. Period of Order:

The period of this order shall be initially for 01 years which shall be started from the date of engagement of CA / execution of agreement under this order and National Authority shall reserve the rights to place an extension order on the mutual terms and conditions for further period on the basis of performance of the initial period.

VII. Performance:

If the work of the Chartered Accountant or Accountant(s) is found unsatisfactory, the Chartered Accountant firm shall be required to provide a replacement Chartered Accountant/Accountant within a period of 3 days.

VIII. Payment:

The payment will be made monthly on production of bills in duplicate along with the attendance sheet. The payment will normally be released within 15 days from the date of submission of bills; however, no interest will be admissible in case of delay in payment due to procedural hurdles.

IX. Income Tax:

Income tax at source as per income tax Act 1961 will be deducted from the gross amount of each bill for which TDS Certificate may be issued once in a financial year on request as per rule.

X. (A) GST:

1. The firm shall have to submit documentary evidence for Registration regarding GST with appropriate authority.
2. Tax deducted at source with regard to GST will be deducted as per the applicable rules.

(B) Other Taxes/Duties:
Any other taxes or duties imposed by the Central/State Govt. or local body from time to time during currency of the contract shall be borne by the firm.

XI. Penalty:

In case the work is not up to the satisfaction of this office, the company reserves the right to impose a penalty by way of proportionate deduction from the professional fees and may terminate the professional assignment without assigning any reason.

XII. Jurisdiction:

Any dispute or difference, arising under or in connection with this order shall be subject to jurisdiction of Delhi.

XIII. Submission of the Offer:

You are requested to submit your proposal in two sealed envelopes (one for the technical qualifications and financial proposal) on or before 14th November 2025, 14:00 Hrs. addressed to *"The Chief Executive Officer, Delhi"* duly mentioning the Offer No, Date & due date.

Envelope super scribed as *"Financial Proposal"* should contain the offer in prescribed price offer (enclosed with form) duly signed and sealed.

Offer Documents submitted will be opened on 14th November 2025 at 16:30 Hrs. The Financial proposal will be opened only of eligible applicants.

(Anand Mohan)
Chief Executive Officer
National Authority, Delhi

(Letter head of the proposer)

Name of the Firm and Address:

Phone No. /Mobile No.:

To,
The Chief Executive Officer
National Authority CAMPA
Ministry of Environment, Forest and Climate Change
3rd Floor, Supreme Court Metro Station Building, New Delhi-110001

Sir,

Subject – Technical Proposal

In accordance with the terms & conditions of the notice for the appointment of Chartered Accountant Firms to provide 1 Chartered Accountant & 1 Accountant on contract basis for accounting and related work of National Compensatory Afforestation Fund Management and Planning Authority (National Authority).

I/ We hereby submit the technical proposal comprising the documents listed in the checklist below. Kindly ensure that the following documents are enclosed in sequence within the proposal to be submitted

CHECK LIST

S. No.	Activity	Remarks (Yes/No)
1.	Information Sheet (Details of firm) (Annexure I)	
2.	Submission of Affidavit (Annexure II)	
3.	Financial Proposal – (Annexure III)	
4.	GST Registration Certificate	
5.	Copy of Income tax return for FY 2022-23 and FY 2023-24 along with computation and PAN Card and self-attested copies of Profit and Loss Account and Balance Sheet	
6.	Firm Constitution Certificate	
7.	Documents with regard to the work experience as per the eligibility criteria.	

Further, it is certified that the information furnished in this proposal documents is true and correct to the best of my/our knowledge & belief. I/we fully understand terms and conditions mentioned and undertake to abide by the terms & conditions and rules & regulations mentioned in the proposal document.

It is also certified that the proposer has never been blacklisted/debarred by Union or any State Government department or institute in any matter and that the firm has not been punished by any court and no judicial suit is pending.

Signature of Authorized
Signatory Name:
Designation:

Seal of the Firm
Dated:

(Letter head of the proposer/applicant)

Annexure – I

Information Sheet

(General Information to be supplied along with the Proposal)

S. No	Particulars	Particulars
1	Name of CA Firm	
2	Firm Registration Number & date of registration	
3	PAN Number of Firm	
4	Address of Head Office of Firm	
5	Address of CA Firm in the state of New Delhi	
6	Type of Firm (Proprietor/ Partner)	
7	Name of Proprietor/ Main Partner(s)	
8	Mobile Number	
9	Email Id	

Details of the work experience (minimum 15 years) in the field of maintenance of Annual Accounts and Concurrent Audit, Internal Audit, or any other type of audit for Government Organizations, Government Departments, or Banks-

S.No.	Year	Name of Govt Organization	Particulars/ details of the work undertaken
1			
2			
3			
4			
5			

*Please enclose a separate sheet if required

Details of the work experience/ details of similar assignments as Additional Assignment Requirements.

S.No.	Year	Name of Govt Organization	Particulars/ details of the work undertaken	Invoice Amount
1				
2				
3				

*Please enclose a separate sheet if required

Turnover of last 2 years (Attach copy of Income Tax return along with computation and self-attested copies of Profit and Loss Account and Balance Sheet: -

1. FY 2023-24
2. FY 2024 -25

Details of proprietor/ Partners

S.No.	Name of Partner/ Proprietor	Name of Partner/ Proprietor	Address	Mobile Number and Email Id
1				
2				

*Please enclose a separate sheet if required

Signature of Authorized

Signatory Name:
Designation:

Seal of the Firm
Dated:

(On Rs. 100/- Stamp Paper)

Annexure – II

Submission of Affidavit (For Technical proposal)

(Through Notary Public on Non-Judicial stamp paper)

Firm is not blacklisted in service from any office of the Central Government or any State Government and that the firm has not been punished by any court and no judicial suit is pending.

Signature of Authorized

Signatory Name:
Designation:

Seal of the Firm
Dated:

(Letter head of the proposer/applicant)

Annexure – III

Dated:

Financial proposal

Name of the Firm:

Address:

Expression of Interest (EoI) No.

Name of work - Engagement of Chartered Accountant (CA) & Accountant for National Authority office Delhi

SN	**Particulars**	**Qty. (nos.)**	**Rate per month**	**Total for 01 year**
01	Service of 1 Chartered Accountant (CA) & 1 Accountant	1 No.		

Note: GST, if applicable, shall be paid extra as per actuals.

Name of CA:
Mobile No.:

Seal of the Firm
Dated: