

GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT
STATE FOREST DEVELOPMENT AGENCY
ANDHRA PRADESH, HYDERABAD

TENDER NOTICE Addendum

The last date for receipt of Tenders for Audit State Forest Development Agency is modified as 10.10.2012 (before 3.00 P.M).

Sd/- R.G. Kalaghatgi

for Prl. Chief Conservator of Forests
(Head of Forest Force)
Chairperson, S.F.D.A.
Andhra Pradesh, Hyderabad

GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT
STATE FOREST DEVELOPMENT AGENCY
ANDHRA PRADESH, HYDERABAD

TENDER NOTICE

1. Sealed tenders are invited for undertaking financial audit of expenditure incurred by the State Forest Development Agency, Andhra Pradesh, Hyderabad during year 2011-12(the total expenditure of Rs 1324.172 lakhs) including compilation of audit reports of 47 Forest development Agencies (members of the State Forest Development Agency, Andhra Pradesh, Hyderabad) from Chartered Accountant (with offices in Hyderabad and Secunderabad) and empanelled by the Comptroller and Auditor General of India New Delhi.
2. Sealed tenders in form attached to this notice placed in sealed envelope duly superscribed as “Tender for audit of SFDA” and addressed to the “Principal Chief Conservator of Forests and Head of Forest Force, Andhra Pradesh, Hyderabad, should be submitted in the O/o Prl. Chief Conservator of Forests and Head of Forest Force before **3.00 PM** on **01.10.2012** at the following address: Room No. 621, O/o Principal Chief Conservator of Forests, Aranya Bhavan, Saifabad, Hyderabad – 500004.
3. Clarifications if any can be obtained from the Addl. Prl. Chief Conservator of Forests (FDA-CFM), Room No. 621, O/o Principal Chief Conservator of Forests, Aranya Bhavan, Saifabad, Hyderabad – 500004 (Mobile No.9440810016) between **10.30 A.M.** to **5.00 P.M.** on any working day before **01.10.2012**.
4. Financial proposal should include all taxes and shall be as per guidelines of the Reserve Bank of India.
5. Tenders received will be opened at **4.30 PM** on **01.10.2012** in Room No.635, O/o Principal Chief Conservator of Forests, Aranya Bhavan, Saifabad, Hyderabad – 500004. Tenderers may choose to be present at the time of opening either in person or through an authorized representative at the time of opening.

6. The lowest quotations among responsive tenders received will be accepted for auditing the work of SFDA for the year 2011-12.
7. Tenders should be written clearly in English, duly signed and all corrections if any should be duly attested. Incomplete, unattested tenders and tenders with corrections or overwriting that are not attested are liable to be rejected.
8. The Tenderer should indicate his address with Telephone & Fax numbers and e-mail ID for further correspondence.
9. Tenders received after the specified date and time will not be entertained.
10. The Prl. Chief Conservator of Forests, Andhra Pradesh, Hyderabad reserved the right to reject any or all of the tenders without assigning any reasons thereof.
11. The successful Tenderer should sign the agreement on **Rs.100/- (Rupees One hundred only) Non Judicial Stamp paper** with in the time specified for Auditing the SFDA work for the year 2011-12
12. Notwithstanding anything contained in terms of offer by tenderer/Auditor, no suit in regard to any matter whatsoever, arising out of contract entered into by the Prl. Chief Conservator of Forests and Chairperson of SFDA, Andhra Pradesh, Hyderabad and Tenderer/Auditor shall be instituted in any court save the Court of competent authority under the Jurisdiction of the High Court of Judicature, Andhra Pradesh.

Sd/- S.V. Kumar

Prl. Chief Conservator of Forests
(Head of Forest Force)
Chairperson, S.F.D.A.
Andhra Pradesh, Hyderabad

**CONTRACT FOR AUDIT OF EXPENDITURE OF SFDA ANDHRA
PRADESH, HYDERABAD**

between

**Principal Chief Conservator of Forests, and Chairperson, State Forest
Development Agency, Andhra Pradesh, Hyderabad.**

and

[name of Firm]

Dated: _____

This Contract (hereinafter called the "Contract") is made the _____
day of the month of _____, 20 _____, between, on the one hand, Prl.
Chief Conservator of Forests and Chairperson of State Forest Development Agency,
Andhra Pradesh Hyderabad (hereinafter called the "Client") and, on the other hand,
_____(hereinafter called the "Auditor").

:

WHEREAS

- (a) The Client has requested the Auditor to undertake audit of expenditure of the State Forest Development Agency, Andhra Pradesh, Hyderabad for 2011-12 including compilation of audit of expenditure of 47 Forest Development Agencies (members of State Forest Development Agency, Andhra Pradesh, Hyderabad) for 2011-12 (hereinafter called the "Services");
- (b) The Auditor, having represented to the Client that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract

NOW THEREFORE the parties hereto hereby agree as follows:

1. The Auditor agrees to audit of expenditure of the State Forest Development Agency, Andhra Pradesh, Hyderabad for 2011-12 including compilation of audit of expenditure of 47 Forest Development Agencies (members of State Forest Development Agency, Andhra Pradesh, Hyderabad) for 2011-12 for an amount of Rs. _____ (Rupees _____ only).

2. Within 30 days of completion of the Audit Work and upon receipt of bill for payment from the second party, the Client shall effect payment of amount as agreed above to the Auditor. In exceptional circumstances, the time period stated in this clause may be extended in writing by mutual consent of both the parties.
3. Following specific terms and conditions of this Agreement as agreed by both the first and second party:
4. The price mentioned in the Work Order is firm and no price variation on any account will be allowed.
5. The Work Order shall automatically stand cancelled entailing levy of penalties on the expiry of the stipulated period unless extended by the second party.
6. The second party shall arrange to submit audit report on the form prescribed by the Government of India within a period of 30 days from the date of receipt of the Work Order.
7. The date of receipt of Work Order shall be taken for purpose of determining completion of Audit Work.
8. Notwithstanding anything contained in terms of the Work Order no suit in regard to any matter what-so-ever, arising out of this Work Order shall be instituted in any court save the Court of competent authority under the jurisdiction of the High Court of Judicature, Andhra Pradesh.
9. The second party shall acknowledge the receipt of the Work Order and give his unconditional acceptance to the conditions before starting Audit Work.
10. The date of receipt of Work Order shall be taken for purpose of determining completion of Audit Work.
11. If the second party fail to complete the Audit Work with in the period prescribed or fail to submit the Audit Work within period of 30 days after receipt of Work Order, the first party shall be entitled at his option to cancelled

the Work Order without any notice. The second party shall be entitled to claim any amount for the said Audit Work.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their " respective names as of the day and year first above written.

FOR AND ON BEHALF OF [NAME OF CLIENT]

By_____

(Authorized Representative)

FOR AND ON BEHALF OF [NAME OF AUDITOR]

By_____

(Authorized Representative)

Format for submission of proposal

[Location, Date]

FROM: (Name of Firm)

TO: (Name and Address)

Ladies/Gentlemen:

Subject: Tender for audit of expenditure of State Forest Development Agency, Andhra Pradesh, Hyderabad - Reg.

We, the undersigned, offer to undertake audit of expenditure of the State Forest Development Agency, Andhra Pradesh Hyderabad for 2011-12 including compilation of reports of audit of expenditure of 47 Forest Development Agencies (members of the State Forest Development Agency, Andhra Pradesh, Hyderabad) in accordance you're your tender notice dated *[Date]*. Our financial proposal is for the sum of *[Amount in words and figures]*. This amount is exclusive of the local taxes, which we have estimated at *[Amount(s) in words and figures]*.

Our financial proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e., *[Date]*.

We undertake that, in competing for (and, If the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India.

We hereby inform that we are Chartered Accountants and have been empanelled by the Comptroller and Auditor General of India (enclose documentary evidence)

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of
Signatory

Name of the Firm:

Address: