



OFFICE OF HP STATE COMPENSATORY AFFORESTATION FUND
MANAGEMENT AND PLANNING AUTHORITY (HP STATE CAMPA),
ARANYA-BHAWAN, TALLAND, SHIMLA - 171 001



E-mail: - hpstatecampa@gmail.com

Phone No.: - 0177-2629750

E-TENDER DOCUMENT

For

Hiring of services of registered Chartered Accountants for work related to/ incidental to the conversion of accounts from Cash System to Accrual system of accounting (commercial double accounting system) and Preparation of final accounts of CAMPA HP for the year 2024-25 and 2025-26.

Tender Time Schedule	
Published Date	01-Oct-2026 03:00 PM
Document Download Date	01-Oct-2026 03:00 PM
Clarification Start Date	01-Oct-2026 03:00 PM
Clarification End Date	05-Oct-2026 03:00 PM
Bid Submission Start Date	05-Oct-2026 11:00 AM
Bid Submission End Date	15-Oct-2026 02:00 PM
Bid Opening Date	15-Oct-2026 03:00 PM

The tenders can be seen at <https://hptenders.gov.in>

Note: - In the event of any Bandh or Holiday, the bid submission end date and Bid opening date and time shall be the next working day without change of scheduled time as mentioned above.



OFFICE OF HP STATE COMPENSATORY AFFORESTATION FUND
MANAGEMENT AND PLANNING AUTHORITY (HP STATE CAMPA),
ARANYA-BHAWAN, TALLAND, SHIMLA – 171 001



01 OCT 2026

No. Ft. CAMPA/ 2013/ Accounts/ 2024-2026 Vol. V

Dated, Shimla the

NOTICE INVITING E-TENDER

E-Tenders are invited for hiring services of registered Chartered Accountants firms (HP based having its Head office/Branch office in Shimla) for all the work related to/ incidental to the conversion of accounts from Cash System to Accrual system of accounting (commercial double accounting system) for the FY years 2024-25 and 2025-26 with an estimated amount of INR Rs.5,00,000/- per FY exclusive GST.

The Contractors / Bidders must be registered with the E-tendering system provider for participating in the bidding processes. The Bidding document may be downloaded through the <https://hptenders.gov.in> by using their own user ID.

Online submission of Technical & Financial Bid is mandatory. Manual submission (without online submission) of bid will be considered as nonresponsive. Bidders are to submit the required papers for technical bid by scanning and uploading the same before the expiry of date.

- i. Tender Processing Fee Rs.1,000/-.
- ii. An amount of INR Rs.10,000/- is to be submitted as EMD/ Bid security.
- iii. The last date of submission of tender document is 15.10.2026 up to 02:00 PM.
- iv. The bid will be opened on 15.10.2026 at 03:00 PM in the address- O/o HP STATE COMPENSATORY AFFORESTATION FUND MANAGEMENT AND PLANNING AUTHORITY (HP STATE AUTHORITY CAMPA), ARANYA-BHAWAN, TALLAND, SHIMLA – 171 001.
- v. The Tender Inviting Authority reserves the right to accept or reject any bid/tender and to cancel/annul the bidding process and reject all bids at any time prior to contract award without assigning any reason.

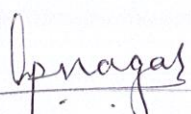
Chief Executive Officer
HP State Authority CAMPA

Endc. As above

Date, Shimla the

Copy To:

1. DFO (IT) for uploading the e-tender on site <https://hptenders.gov.in>


Chief Executive Officer
HP State Authority CAMPA



Instructions, Terms & Conditions

1. Introduction

The Himachal Pradesh State Authority (Campa) is intended as an instrument to accelerate activities relating to Compensatory Afforestation, Forest Resource Management, Protection of Natural Forests, Management of Wildlife, Infrastructure Development and allied works. It is intended to provide an integrated framework for utilizing multiple sources of funding for implementation of the above activities. Various activities under different schemes have been undertaken by the Authority during these financial years. The schemes include CAT Plan, CA, NPV, IWMP and other plans, etc. Its prime task is to regenerate natural forests through plantation/ANR, etc., and to build up and strengthen the institutions engaged in such activities.

2. Operation

The Circle Offices and Division Offices (as per details attached as Annexure IV) receive funds through the Treasury after approval of their Annual Plan of Operation by the Executive Committee, Steering Committee and National Authority Campa, as submitted by the respective Divisions for execution of the works provided in their APO.

3. Accounting Procedure

The State Authority is presently following the cash-based accounting procedure prevalent in the HP Forest Department. The majority of vouchers are generated at the Range Office level and accounted for in the Cash Book of the Range Forest Officer. Quarterly Progress Reports indicating physical and financial progress against the APO are prepared at the Range/Division level, compiled at the Division level and finally consolidated at the State level.

The Accountant General of Himachal Pradesh has desired that the accounts of the State Authority should be prepared in the 'Uniform Format of Accounts' applicable to Central Autonomous Bodies and available on the website: sai.india.gov.in/quick-links.

The CEO, Campa HP, is desirous of hiring the services of a registered Chartered Accountant firm based in Himachal Pradesh, having its Head Office/Branch Office in Shimla, for all works related to/incidental to the conversion of accounts from the Cash System to the Accrual System of Accounting (Commercial Double Entry Accounting System) for the financial years 2024-25 and 2025-26. The assignment shall also include imparting training to approximately 15 staff members involved in maintaining Books of Accounts and preparation of financial statements in the Campa Wing/HP Forest Department, for which 05 training sessions/hands-on practical sessions shall be conducted in collaboration with the Forest Department/Campa Wing.

4. Scope of Work

The work(s) to be performed is as under (for FY 2024-25 & FY 2025-26).

- a. Vouchers shall be prepared on the basis of payments made through Treasury mode for each transaction at the level where the expenditure is incurred.
- b. Conversion of accounts from Cash-based Accounting to Accrual-based Accounting (Commercial Double Entry Accounting System).
- c. Preparation of Cash Books/Journal/Ledgers/Trial Balance, Annual Accounts, Balance Sheet and Annual Reports (financial information only) for the financial years 2024-25 and 2025-26, to be laid before the Hon'ble Legislative Assembly.
- d. Preparation of Bank Reconciliation Statements, wherever required.
- e. Compilation of Form IX and Form XI as prescribed under Rules 37 and 38, respectively, of the CAF Rules, 2018.
- f. Preparation of Division-wise and Scheme/Activity-wise details of expenditure/utilization of funds.



- g. Preparation of Notes on Accounts forming part of the Statements of Accounts of the concerned Circle/Division/Office.
- h. Facilitation of audit of the Balance Sheet/Annual Accounts by AGHP and attending to the queries raised by Government Auditors in respect of the accounts prepared by the firm.
- i. Any other work(s) if considered necessary with reference to scope of work above.
- j. All accounting and related work under this assignment shall be carried out using Tally (Tally Prime/Tally ERP). The selected firm shall ensure that all accounting records, vouchers, voucher files, ledgers, financial statements, and other related accounting documents are maintained and prepared in Tally software.
- k. The assignment also includes imparting training to the staff involved (Approx. 15 No.) in maintaining Books of Accounts and preparation of financial statement in the CAMPA wing/ HP Forest Department for which 05 training sessions/hand on practical sessions in collaboration with the Forest Department/CAMPA Wing will be held.

5. **Preparation of Bids**

- a. All the interested bidders are requested to read the bid document carefully before submission of their bids.
- b. The bid prepared by the Bidder, as well as all documents attached to the bid by the bidder and all correspondences relating to the bid exchanged by the Bidder and the Tenderer shall be written in English language.

6. **Instruction to bidder**

- a. Bidders must be registered with the e-tendering system provider.
- b. The bid should be submitted online in <https://hptenders.gov.in>. The bidder would be required to register in the web-site. For submission of the bids, the bidder is required to have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities (CA).
- c. Both Technical Bid and Price Bid should be uploaded in the official website <https://hptenders.gov.in>. The electronic bidding system provides for online clarification on the provisions of the bidding document. A prospective bidder requiring any clarification may notify by e-mail at hpstatecampa@gmail.com to the authority inviting the bid till the period allowed for queries, after which no query/clarification would be entertained.
- d. Before the deadline for submission of bids, the Tenderer may modify the bidding documents by issuing online corrigendum. The corrigendum will appear on the website <https://hptenders.gov.in> under "Latest Corrigendum".
- e. Any addendum/corrigendum thus issued shall be part of the bidding documents and deemed to have been communicated to all the bidders who have moved this tender to their "My Tenders" area. In case of any addendum/corrigendum, the system will automatically send e-mails to all bidders who have downloaded the bidding document.
- f. To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Tenderer may extend, as necessary, the deadline for submission of bids.
- g. The Tenderer may, at its discretion, extend the deadline for submission of bids by amending the bid documents, in which case all rights and obligations of the



Purchaser and Bidders remain same for the extended period also.

- h. During evaluation of bids, the Tenderer may, at its discretion, ask the Bidder for clarification related to the information and documents submitted in the bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered, or permitted.
- i. The Method of selection of the firm shall be on the basis of lowest offer (L1).
- j. Each bidder shall submit only one proposal in response to this tender document.
- k. Any firm submitting more than one bid in response to this tender document shall be disqualified from the bidding process.

7. Bid Validity Period

The bid shall remain valid for a minimum period of 90 days from the date of opening of the Technical Bid, any bid with a shorter bid validity shall be liable for rejection.

8. Eligibility of Bidder

- a. The Firm should be registered with The Institute of Chartered Accountants of India (ICAI). The Firm should have been operational for at least 5 years.
- b. The firm should have been operation in H.P. for at least 5 years after registration.
- c. The firm should have at least 4-5 Chartered Accountants/ Article Clerks/Paid assistants to execute the work. Details to be uploaded in technical bid.
- d. The firm should have Annual turnover Rs. 25,00,000/- lakh or more in each for the last three financial years.
- e. The firm should have executed at least 03 works worth contract amount of Rs. 1.5 Lakh or more in each case during last 03 financial years.
- f. The firm should have a registered offices or Branch Offices situated in Shimla H.P.
- g. Declaration of Authorized Representative and Non-Blacklist Declaration shall be submitted as part of the Technical Bid. Submission of the Declaration of Authorized Representative and Non-Blacklist Declaration is mandatory; failing which, or if not submitted before the tender deadline, the tender shall be liable to rejection.
- h. The firm must have valid PAN and GST No to be uploaded as part of technical bid.
- i. The bidder must have deposited tender fee Rs. 1000/- (non-refundable) & EMD Rs. 10,000/- (refundable) separately in the form of DD in favour of CEO CAMPA, HP to be submitted physically before the last date of submitting tender.

9. Forfeited of EMD/Bid Security

The bid Security shall be forfeited in following circumstances:

- i. If the Bidder withdraws the Bid after Bid opening during the period of Bid validity.
- ii. In the case of a successful Bidder, if the Bidder fails within the specified time limit to Sign the Agreement or furnish the required Performance Security.

10. Performance Security Deposit

Within 7 days of receipt of the Letter of Acceptance, the successful Bidder shall have to furnish the Performance Security for an amount equivalent to 10% on estimated work value in any of the form given below:

- a. Bank Guarantee (Wherever applicable, optional) from any Nationalized/Schedule Bank/Foreign Bank recognized by Reserve Bank of India



or

- b. Fixed deposit Receipt (FDR) issued by any Nationalized/Schedule Bank, duly pledged in favour of CEO CAMPA HP for period of 06 months.
Failure of the successful Bidder to comply with the above shall constitute sufficient ground for cancellation of the award and forfeiture of the Bid Security.

11. **Format and Signing of Bid**

- a. The bidder shall submit both the Technical Bid and Financial Bid online through the prescribed e-tendering portal. In addition, one hard copy of the Technical Bid, along with all supporting documents as specified in **Annexure-I**, shall be submitted to the office of the Tender Inviting Authority, clearly superscribed as **“HARD COPY OF TECHNICAL BID.”** In the event of any discrepancy between the online Technical Bid and the hard copy submitted manually, the online bid shall prevail and be treated as final.
- b. The bidder should invariably submit an index/content of document submitted mentioning the sequence of document along with the hard copy of technical document/Bid.
- c. The hard copy of technical Bid (supporting documents self-attested) shall be signed by a person or persons duly authorized to sign on behalf of the Bidder, all pages of the bid where entries or amendments have been made shall be initiated by the person or persons signing the bid.

12. **Submission of Bid**

Submission of bid (Online mode/Off line mode)

- a. Only on-line bids will be accepted. Both technical & financial bids will have to upload through online. However, one hard copy of technical bid (supporting documents duly self-attested to be submitted in the office of the CEO CAMPA for verification & checking authenticity of documents during evaluation.
- b. **Online:** The bidder shall submit the Technical Bid online along with scanned copies of the Bid Security, Tender Document Fee, and other supporting documents as specified in Annexure-I. All scanned documents shall be submitted only in colour PDF format and shall be scanned from the original documents. Photocopies or scanned copies of photocopied documents shall not be accepted.
- c. The bidder should invariably submit an index/content of document submitted mentioning the sequence of document along with the hard copy of technical Bid.
- d. Any online document which, after downloading, is found to be unreadable/illegible shall not be considered for evaluation and shall be liable for summary rejection.

Financial Bid (BOQ) to be submitted online only. If Financial Bid submitted off-line/hard copy, the bid will be rejected/ cancelled.

- e. **Offline:** Tender Processing Fee Receipt (Copy), Bid Security (Copy), one hard copy of technical bid (supporting documents only etc. self-attested) as per Annexure-I is to be submitted in the office of CEO CAMPA for verification & checking authenticity of documents during evaluation.



- f. In case of discrepancy between the bid documents submitted offline (physically) and online, the e-furnished documents received with the online bids shall be considered final.

Documents not submitted by the bidder will lead to the disqualification of the bids.

13. Sealing and Marking of Bids for offline submission

The Bidder shall seal the qualification document/tender document in one envelope duly marking the envelope as “Bid/Tender Documents” mentioning the name of the work/NIT along with Bidders name and address. This main envelop should contain two separate envelopes marked as follows:

- a. **Technical Bid:** should contain all supporting tender documents as per Annexure-I. The tender document envelop should invariably contain an index of document mentioning the sequence of document submitted as hard copy.
- b. **Tender fee & Bid Security:** should contain the Tender processing fee and Bid security.

14. Bid Opening

- a. The Tender Inviting Authority will open all the Bids received (except those received late) after the closure of the bid.
- b. The CEO CAMPA shall prepare minutes of the Bid opening.
- c. As Process of Bid Evaluation is a tedious and responsible job and requires evaluation/verification of large numbers of documents (technical/financial/supporting documents of the bidders), hence the process of complete bid evaluation may take time for errorless evaluation.

15. Examination of Bids and Determination of Responsive

- i. During the detailed evaluation of “Technical Bids”, the Tender Inviting Authority will determine whether each Bid
 - a) meets the eligibility criteria
 - b) has been properly signed
 - c) is accompanied by the required securities and
 - d) Substantially responsive to the requirement of the Bidding documents.During the detailed evaluation of the “Financial Bid”, the responsiveness of the bids will be further determined with respect to the remaining bid conditions
 - e) A substantially responsive “Financial Bid” is one which conforms to all the terms, conditions, and specifications of the Bidding documents, without material deviation or reservation
 - f) A material deviation is one which affects in any substantial way the scope, quality, or performance of the works
 - g) which limits in any substantial way, in consistent with the bidding documents,
 - h) the employer’s rights or the bidder’s obligations under the contract or whose rectification would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids



- ii. If a "Financial Bid" is not substantially responsive, it will be rejected by the Tender Inviting Authority.

16. Technical Bid Documents

The following documents are required to be furnished by bidder for Technical Bid-Annexure-I

- i. PAN
- ii. Certificate of registration with The Institute of Chartered Accountants of India (ICAI).
- iii. The Firm should have been operational for at least 5 years. ITR of last three years to be submitted.
- iv. The firm should have at least 4-5 full-time CAs/FCA/Article Assistants/Paid assistants in full-time practice. Name and certificate to be submitted.
- v. Declaration of Authorized Representative and Non-Blacklist Declaration shall be submitted on a non-judicial stamp paper of denomination not less than ₹100/-, duly signed and notarized, as part of the Technical Bid. Submission of the Declaration of Authorized Representative and Non-Blacklist Declaration is mandatory, failing which, or if not submitted before the tender deadline, the tender shall be liable to rejection.
- vi. The firm must be registered with the GST Department in HP.
- vii. The firm must possess a valid Trade License issued in HP.
- viii. The Firm Should be empaneled with the Comptroller & Auditor General.
- (ix) The firm should have executed at least 03 works worth contract amount of Rs. 1.5 Lakh or more in each case during last 03 financial years in Govt. Body/ University/Autonomous Body/PSU/Institute of Higher Education/Govt. Body/ Medical college and Hospital (In Last 3 Years and Current Financial Year).

17. Financial Bid Document

- i. Financial Bid to be submitted through on-line only.
- ii. The Bidder should quote rates as per BOQ.
- iii. The unit rates and the prices shall be quoted by the bidder entirely in Indian Rupees. All payments shall be made in Indian Rupees.

18. Abnormally Low Bid

In case of the price bid appears to be low it raises material concern as to the capability of the bidder to perform the contract at the offered price, CEO CAMPA in such case, may seek the written clarification from the bidder, including a detailed price analysis of its bid price, and after evaluating the price analysis, if the bidder fails to demonstrate its capability to deliver the contract at the offered price, the CEO may reject the bid.

19. Payment Provision

The payment shall be made against the service provided by firm subject to the following terms and conditions:

- a. The payment for the entire work shall be made in accordance with the financial bid as under: -



1	First instalment (60%)	60% payment on submission of final accounts to CEO CAMPA
2	Second Instalment (20%)	20% payment on satisfactory completion of Audit of accounts by AG including assistance in submitting replies to the AG
3	Third Instalment (20%)	20% on submission of annual reports

- b. TDS under Income Tax will be deducted at applicable rates.
- c. TDS under GST will be deducted at applicable rates.
- d. No Payment should be made for unsatisfactory work or abandoned work.
- e. The firm will raise the bills after completion of satisfactory services.
- f. The quoted fee should be inclusive of Professional Fee, Travelling, and fooding & Lodging excluding GST.

20. Award of Contracts

- I. In the event that two or more bidders are found to be L1 (Lowest Evaluated Bidder) after the opening of the Financial Bid, the work shall be awarded to the bidder having the highest Average Annual Turnover during the last three financial years.
- II. Award of contract is subject to approval of the recommendation of tender committee by Tender Inviting Authority.
- III. Tender Inviting Authority will award the contract to the bidder whose Bid has been determined as substantially responsive.

21. Right to accept any Bid and to reject any or all Bids

- I. The Tender Inviting Authority reserves the right to accept or reject any Bid, and to cancel the Bidding process and reject all Bids, at any time prior to the award of Contract without assigning any reason.
- II. The acceptance and rejection of tenders/bids is left entirely to the discretion of the Tender Inviting Authority viz CEO CAMPA Himachal Pradesh as applicable.
- III. Even though a bidder meets all qualifying criteria and successfully comes out in technical bid evaluation and also appears to be lowest (L1) bidder while framing the comparative statement, he or they (in case of Firm) are subject to be disqualified if the bidder or any of its partners (of a Firm).
 - a) Makes misleading or false representations in the forms, statements/declaration and attachments submitted with the bid.
 - b) Records of poor performance during last three years, as on the date of bid such as abandoning the works, rescinding the contract for reasons attributable to the non-performance of the contractor/ bidder, inordinate delay in completion, consistence history of litigation/ arbitration award against the bidder or any of its constituents or financial failure due to bankruptcy etc.

22. Notification of Award and Signing of Agreement

- I. The Bidder whose Bid has been accepted will be notified of the award by the



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CEO CAMPA.

- II. The notification of award will constitute the formation of the Contract, subject only to the furnishing of a performance security.
- III. The Agreement will incorporate all Agreement between the Tender Inviting Authority and the successful Bidder.
- IV. The successful bidders will furnish performance security and sign the agreement within 7(Seven) days following the notification of award.

23. Time line for completion of assignment

The successful bidder has to complete the work of conversion of account to double entry system, preparation of final account for the FY 2024-25 & FY 2025-26 and training of staff by 28.02.2027. Request for extension in duration can be considered by the CEO CAMPA HP in case of some genuine reason for delay.

24. DISCLAIMER

This tender is not an offer by the CEO CAMPA HP but an invitation to receive offer from bidders/firm/agency etc. No contractual obligation whatsoever shall arise from this tender process unless and until a formal contract is duly signed and executed by CEO CAMPA HP with the selected bidder/firm/agency.



Annexure – I

Technical Bid
(In the letter head of the firm)

Part-I: Bidder information		
Sr. No.	Particulars	
1	Name of Firm/ Company/ Individual	
2	Official Address with Contact No.	
3	Address for communication with mobile no.	
Part-II : Documents submitted		
4	Copy of Earnest Money Deposit of Rs.10000- (Rupees ten thousand)	
5	Copy of Non- Refundable Tender Processing Fee of Rs.1000/- (Rupees one thousand)	
6	PAN	Enclosed at Page :
7	Certificate of registration with The Institute of Chartered Accountants of India (ICAI).	Enclosed at Page :
8	Documentary proof demonstrating that the bidder has been in continuous operation for the last <u>5</u> years.	
9	Annual turnover of Rs. 25.00 lakh or more during last 03 FY and ITR of last three years	Enclosed at Page :
10	The firm should have at least 4-5 full-time CAs/PCA/Article Assistants/Paid assistants in full-time practice. Name and Certificate to be submitted.	Enclosed at Page :
11	Declaration of Authorized Representative and Non-Blacklist Declaration shall be submitted on a non-judicial stamp paper of denomination not less than ₹100/-, duly signed and notarized, as part of the Technical Bid. Submission of the Declaration of Authorized Representative and Non-Blacklist Declaration is mandatory; failing which, or if not submitted before the tender deadline, the tender shall be liable to rejection.	Enclosed at Page :
12	GST Registration Certificate	Enclosed at Page :
13	Trade License	Enclosed at Page :
14	Certificate of empanelled with CAG	Enclosed at Page :
15	The firm should have executed at least 03 works worth contract amount of Rs. 1.5 Lakh or more in each case during last 03 financial years in Govt. Body/ University/Autonomous Body/PSU/Institute of Higher Education/Govt. Body/ Medical college and Hospital (In Last 3 Years and Current Financial Year).	Enclosed at Page :

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM WITH SEAL :



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Annexure – II

UNDERTAKING BY BIDDER (In the letter head of the firm)

To

The CEO
HP State Authority
CAMPA

Tender No.:

For:

Sir,

- I, Mr./Mrs.: On behalf of M/s
....., do hereby declared that I have gone through the terms and conditions mentioned for the above tender and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance from the date of award of contract to us.
- We agree to the conditions of the tender under which the Earnest Money Deposit and Security Deposit shall be forfeited.
- The Tender Inviting Authority has the right to accept or reject any or all the tenders without assigning any reason.
- We understand all the terms & conditions of the contract and bind myself/ ourselves to abide by them.
- We hereby declare that there is no vigilance/ CBI or court case pending/ contemplated against us at the moment.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM WITH SEAL :



Annexure – III

ANNUAL TURNOVER STATEMENT OF THE BIDDER

The Annual Turnover of
for the past three years are given below and certified that the statement are true and correct.

Sr. No.	Financial Year	Turnover in Lakhs
1	2023-24	
2	2024-25	
3	2025-26	

Seal & Signature
Chartered Accountant/Auditor

Date: