



**Karnataka Biodiversity Board
Bengaluru 560 003**

No. Reference No:ACT/BOI/RCA/386/2021-22

Date 27-09-2021

LETTER OF INVITATION

Karnataka Biodiversity Board, Bengaluru is a Statutory Body established under section 22 of the Biological Diversity Act, 2002 (BD Act) in the State of Karnataka. The Board invites Expression of Interest (EoI) and proposal from interested, registered, and experienced chartered accountant for undertaking conducting the tax and balance sheet auditing for the FY of 2020-21.

The EoI and proposal document enclosed. The document is also available on the Board's website www.karnataka.gov.in/kbb. Applicants are advised to go through the instructions contained in the application format carefully before submitting the proposal.

Kindly submit your proposal in prescribed format along with required documents (only hard copy in specified format) in a sealed envelope marked "**EoI Conducting the Tax and balance sheet auditing for the FY of 2020-21**" to the Administrative Officer, Karnataka Biodiversity Board, Vana Vikas, Malleshwaram, Bengaluru 560 003 as specified therein on or before 11-10-2021 up to 15.00hrs.

Calendar of Events

Sl. No	Item	Date	Time
1	Publishing Date	27-09-2021	
2	Last Date for enquires	08-10-2021	15.00 hrs
3	EoI& proposal submission End Date	11-10-2021	15.00 hrs

Encl.: EoI Document

Yours faithfully,

-/SD/-

**Administrative Officer
Karnataka Biodiversity Board**

Introduction

Karnataka Biodiversity Board, Bengaluru is a Statutory Body established under section 22 of the Biological Diversity Act, 2002 (BD Act) in the State of Karnataka. For conservation of biological diversity sustainable use and equitable benefits shared. Grants and loans by the state and central government being utilized for purpose of this act.

The key objectives

The objective of the audit of the tax and balance sheet is to enable the auditor to express a professional opinion on the financial position of Karnataka biodiversity board at the end of each fiscal year and of the funds received and expenditure incurred for the accounting period ended 31-03-2021. For FY 2020-21 Receipts is Rs. 5.83 Crore and Payments is Rs. 6.92 Crore containing 544 voucher of above said year

Scope of work

Expenditure is incurred against various activities approved in the Annual Work Plan & Budget from funds released by the Government of India and the State Government covering the programmer cost. A statement of expenditure based on actual amount spent under various interventions is sent to Government of India. The Chartered Accountant/ Chartered Accountant firm is required to exercise such tests of accounting records, internal checks and control and other necessary audit of the accounts as per general principles and standard of audits of the Institute of Chartered Accountant of India. In conducting the Audit, attention should be given to the following

- Verify Of Accounts
- Verification of Bills, Cash Book, Bank Reconciliation.
- Branch & Bank Reconciliation.
- Scrutiny of the Ledger Account Advances.
- Expenditure And Receipts Provisions
- Verification Of Tax Returns Filed.
- Statutory Verify All The Necessary Provisions Made In The Books For The Balance Sheet.
- Verify And Analyses The Collection Of ABS
- Any Other Matters The Auditor May Think Necessary To
- Verify From Audit Point Of View On The Member Secretary, Karnataka Biodiversity Board Things To Be Added.

Venue & Deadline for submission of proposal

The EoI and proposal in its complete form, in all respects as specified, must be submitted to the Karnataka Biodiversity Board, Bengaluru at the address specified. In exceptional circumstances and at its discretion, KBB may extend the deadline for submission of proposals by issuing an amendment to be made available on the KBB website only.

Eligibility criteria

- He/she must be a Chartered accountant or a Chartered accountant firm.
- The applicant should be a having a two years experience of the auditing/accounting of the Government Institutions.
- Having an annual transaction is Rs.10 lakhs and above.

The Expression of Interest and proposal are to be submitted in the manner prescribed below

- The applications required to be submitted in original (hard copies) in an envelope marked “**EoI Proposal for conducting ‘TAX AND BALANCE SHEET AUDITING FOR THE FY OF 2020-21’**” All entries in the Form should be clearly filled.
- No overwriting is all permitted. However, in case of need for overwriting/correction, such overwriting must be self-attested by the Applicant.
- Kindly Submit your EoI application through post or direct in person in closed envelop only.
- **Note: Proposals submitted through any other mode such as email, FAX etc shall not be considered.**

Selection of proposal

- The screening and selection of proposals starts with selection of interested applicants by inviting Expression of Interest (EoI) and proposal.
- The proposal will be selected based on verification to deliver the required services and other selection criteria designed by KBB.
- KBB will considered as Lowest rate quoted first
- Member Secretary, Karnataka Biodiversity Board reserves the right to accept or reject the proposals.

Rejection of proposals

The KBB reserves the right to reject such of the proposals which do not comply with the conditions i.e

- i. If the proposal is not supported by necessary documents that are listed in the format.
- ii. The proposal is not sent in the standard format prescribed by KBB.

MoA with selected applicants

On receipt of approval of the proposal from the KBB, a Memorandum of Agreement (MoA) shall be executed between KBB and the selected applicant.

Condition under which EOI is issued

The EoI is not an offer and is issued with no commitment. KBB reserves the right to withdraw EoI and/or vary any part thereof at any stage. KBB further reserves the right to disqualify any applicant if it is necessary at any stage.

Assignment Period

The duration of this contract/assignment will be for a period of 3 working days it may be extended on requisition for further period up to 3 working days subject to satisfactory performance and compliance of all statutory/obligations/requirements by the Agency and also the terms and conditions.

Last Date for receiving applications: 11-10-2021 upto 15.00 Hrs

Tentative date of commencement of the project: Within day of signing the MoA

Yours faithfully,

-/SD/-

**Administrative Officer
Karnataka Biodiversity Board**

**Eoi Proposal FOR Conducting ‘TAX AND BALANCE SHEET AUDITING
Of Karnataka Biodiversity Board FOR THE FY OF 2020-21**

PROFILE AND DETAILS OF APPLICANT

1	Name of the Chartered accountant or a Chartered accountant firm.	
2	Registered Office Address	
3	Telephone	
4	Email	
5	Fax	
6	Mobile No (person in-charge)	
7	Name and details of the contact person in Karnataka (Address, phone no, email.id)	
8	Registration No. of the organisation	
9	Experience of the auditing/accounting of the Government Institutions (Yes or No)	
10	Years of experiences (Copy should be enclosed)	

11	Annual transactions statement copy should be enclosed)	
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12	Amount in ₹. For tax and balance sheet auditing for the FY of 2020-21 (amount should be mention in words and numbers)	
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Declaration of Applicant:

This is to certify that, I/we/representing
 _____ hereby declare that the information furnished above is true to my
 /our knowledge and belief. I/We hereby confirm that all relevant documents are enclosed along with
 this proposal.

Date:

Place:

Signature

Name:

Designation: