

भारतीय वन प्रबंध संस्थान, भोपाल  
**INDIAN INSTITUTE OF FOREST MANAGEMENT  
BHOPAL**

*(An Autonomous Institute of the Government of India)*

P.O. Box No.357, Nehru Nagar, Bhopal-462 003, Madhya Pradesh

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**No.IIFM Bhopal/Internal & Statutory Auditors/2022-23**

**Empanelment of Chartered Accountant Firms**

Indian Institute of Forest Management (IIFM), Bhopal, Madhya Pradesh, an Autonomous Institute under the Ministry of Environment, Forests and Climate Change (MOEF&CC), Government of India, intends to empanel CA firms for appointment as Internal as well as Statutory Auditor. The CA firms fulfilling the following criteria may submit the application in **form A** within 15 days of publishing of advertisement.

**Eligibility conditions for empanelment of CA Firms**

- 01.** The CA firm must be registered with the Institute of Chartered Accounts of India (ICAI).

***Signed photocopies with the CA firm's seal of supporting documents must be enclosed with the application***

- 02.** The CA firm must be empaneled with the Comptroller and Auditor General (C&AG) of India.

***Signed photocopies with the CA firm's seal of supporting documents must be enclosed with the application***

- 03.** The CA firm should be a partnership firm with 4 or more partners.

***Signed photocopies with the CA firm's seal of supporting documents must be enclosed with the application***

- 04.** The CA firm should have a valid PAN as well as GSTIN.

***Signed photocopies with the CA firm's seal of supporting documents must be enclosed with the application***

05. The CA firm should have at least 15 (fifteen) years of experience as on 31.03.2022.

***Signed photocopies with the CA firm's seal of supporting documents must be enclosed with the application***

06. The CA firm should have a minimum of 3 (three) years' experience of conducting Internal Audit or Statutory Audit of Government of India funded Autonomous Institutes/ Societies.

***Signed photocopies with the CA firm's seal of supporting documents must be enclosed with the application***

07. The CA firm should have its registered Head Office/Branch Office in Bhopal, Madhya Pradesh.

***Signed photocopies with the CA firm's seal of supporting documents must be enclosed with the application.***

***A signed undertaking in respect of the above, on the CA firm's stationery with the firm's seal is required to be compulsorily submitted along with the application by the application CA firm which does not have its Head/Branch Office in Bhopal, in the absence of which its application will not be considered for evaluation.***

08. The Average Gross Annual Professional Earning (Fee) of the CA firm during the preceding 3 (three) Financial Years ending 31<sup>st</sup> March, 2022 should be equal to or more than Rs. 25.00 lakh (Rupees Twenty Five Lakh).

***Signed photocopies with the CA firm's seal of supporting documents must be enclosed with the application***

The CA firms found eligible will be communicated to submit financial bid for the assignment along with terms & conditions of the assignment. **Institute reserve full right to reject application for empanelment without assigning any reason.**

**Chief Administrative Officer**

**APPLICATION FORM**

<b>Sl.No.</b>	<b>Subject</b>	<b>Information</b>
01.	Name of the Chartered Accountant firm	
02.	Name of the authorized official	
03.	Complete postal address with PIN code of the Main Officer/Branch Officer	
04.	Phone Nos. with STD Code	
05.	Mobile Nos.	
06.	E.mail	
07.	Registration No. of ICAI	
08.	Empanelment No. with the C&AG of India	
09.	PAN of the CA firm	
10.	GSTIN of the CA firm	
11.	Year of registration/Starting of operation	
12.	No. of years in operation since registration of the firm	
13.	No. of partners	
14.	Names of Government of India funded Autonomous Institutes/Societies audit and year(s) during which audited. Copy of appointment letters should be attached.	1) 2) 3)
15	Average gross annual professional fee of the firm during last three financial years i.e.2019-2020, 2020-21 & 2021-2022	

**Certified that the information furnished above is correct.**

**Authorized Signature with name and seal &date.**

**Note :I n the event of any information found to be incorrect, the institute is at liberty to reject the proposal of the CA firm, Photocopies of documentary evidence with the signature and seal of the CA firm’s authorized official in respect of information furnished at Sl. Nos. 7 to 15 should be enclosed.**