

Government of Tripura
DIRECTORATE OF BIOTECHNOLOGY
Department of Science, Technology & Environment
Vigyan Bhawan, Pandit Nehru Complex
Kunjawan, Agartala -799006

No.F.6(38)/DBT/ Pt-I/ 96-97

Date: 30/01/2019

NOTICE INVITING QUOTATION

Sealed quotations are hereby invited by the undersigned on behalf of the Governor of Tripura from the Chartered Account Firms out of the empanelled list of C & AG for the year 2017-18 & 2018-19 for undertaking Audit of accounts and prepare UC of each instalment amount released by ONGC (CSR Scheme) under Bio-village projects of Directorate Of Biotechnology, Govt. of Tripura. The quotationers should submit their offers within 06/02/2019 up to 3:00 PM and the quotations may be opened on the same date in presence of available quotationers, if possible. The scope of work of the firms is given below.

Detailed activities of the services mentioned in Scope of Work are as follows:-

Sl. No.	Particulars
1.	100% verification of vouchers, Head of Account wise entries as Receipts & Payment in Cash Book/other financial statements.
2	Ensure arithmetical accuracy of all entries and all transaction recorded in Subsidiary Cash Book, Stock Register and reflected in main Cash Book.
3	Ensure all financial transactions are recorded in Cash Book and reflected in Pass Book.
4	Ensure correctness of accounts and suggest necessary action points, if any for rectification of same.
5	The Firm will submit the Audit Report and UC of each installment amount released by ONGC (CSR Scheme) under Bio-village projects to the Head of Office, Directorate of Biotechnology, Govt. of Tripura.
6	After completion of the assigned work, the CA Firm shall mandatorily give there overall finding/views/suggestions /comments etc. for proper maintenance of accounts adopting latest available procedures.

Terms and conditions:

The bids of only those firms will be considered, which satisfy the following eligibility criteria.

1. **Registered with The Institute of Chartered Accounts of India (ICAI) and have Income Tax Permanent Account Number (PAN) and Service Tax Registration Based at Tripura and empanelled as per latest order of**

ad


Comptroller and Auditor General of India (C & AG) for 2017-18 and 2018-19.

2. Have at least 5 years of external audit experience in similar kind of State Level Govt. Institutions/Govt. Departments/PSU etc.
3. Not have been blacklisted by any govt or any other organization. Authorized Signatory (s) of the firm to submit an undertaking to this effect.
4. Submit relevant documents duly attested by authorized signatory in support of the eligibility criteria given above.
5. The authority reserves the right to accept or reject any or all the offers received or cancel the bidding process at any stage prior to award of contract and without assigning any reason thereof.
6. The rate of Professional fees including of other charges is to be quoted both in words and figure.
7. The selected Chartered Accountant Firm will act as Statutory Auditor for one Accounting Year i.e 2018-19 which may be renewed for another two years on satisfactory completion of the assigned work. The Agency, reserves the right to discontinue the services of the Chartered Accountant Firm at any time during the period by serving one week notice.
8. **Submission of Quotation Annexure -A** duly filled along with all supporting document duly signed with seal of the authorized of Firm should be submitted and **Annexure-B** duly signed with seal of the authorized of Firm should be submitted.
9. The above envelopes containing **Annexure-A** and **Annexure-B** should be placed in One Covering Envelope.
10. An Agency shall submit only one quotation. Submission of multiple quotations by a single Agency will lead to rejection of all such quotations.

PAYMENT TERMS:

The payment against the services provided by the firm is subject to the following terms and conditions:

- a. The price quoted by the firms, should be valid for the entire contract period. Payment shall be made at agreed rates. No price variation would be allowed during the contract period.
- b. Service tax including at prescribed rate.
- c. TDS will be deducted as per Income Tax Act/Rule.


(Animesh Das, IAS)
Director
Directorate of Biotechnology
Govt. of Tripura

Copy to

- ✓ IT Nodal Officer DBT, Agartala for uploading in DBT Website.
2. Notice Board , DBT Agartala

ANNEXURE-A

[TO BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTINGS AS INDICATED]

SI No.	Particulars	Firm's Strength and Capacity	
1	Chartered Accountant Firm	Name & Address of Firm	
		Name and address of the Authorized Partner(s)	
		Telephone STD Code	
		Mobile No(s):	
		Email Id:	
		(Submit copy of supporting document regarding address)	
2	Qualification Criteria		
a)	The CA Firm should be registered with the Institute of Chartered Accounts of India (ICAI) for minimum 5 years and must possess permanent account number (PAN) under Income Tax and registration number under service tax	Mention Registration Number and Date of Registration (Submit copies of the registration certificates) & (Partnership Deed) PAN No. of the CA Firm (Submit Copy) Service Tax. Registration No. (Submit copy) & (Copy of 3 years IT returns)	
b)	The CA Firm should be empanelled with Comptroller and Auditor General of India (C & AG)	Empanelment Number (Submit copy of evidence)	
c)	The Firm should have at least 5 years of external audit experience in similar kind of State Level Govt. Institutions/Govt. Departments/PSU etc.	Institute/ Govt. Departments/PSU etc. where the services were provided during the last 5(five) years. Nos (in figure)..... Name of the Institute/ Govt. Departments/PSU etc. (Attach copies of work order as evidence)	

Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time Directorate of Biotechnology, Govt. of Tripura is at liberty to reject the proposal/work awarded to this CA Firm.

Signature:

Date:-

Name and Designation with Office
Seal.

ANNEXURE-B

(To be filled in by bidder)

PRICE QUOTATION FORMAT

Name of the FIRM _____

Sl. No.	Particulars	Amount (In Rs.)
1.	Professional fees of Audit of accounts and prepare UC of each instalment amount released by ONGC (CSR Scheme) under Bio-village project (Including of all taxes)	Rate should be quoted per Lakh on face value

(Rupees.....only)

*[The above quoted fee is Including of Professional Fee, Taxes and Cost of manpower i.e. travelling, lodging and food etc.]

**We are agreed to all the conditions and payment terms
and the fee quoted above by the Firm will not change
during the contract period.**

Signature of the Firm

Date:

Place: