

TRIPURA STATE COMPUTERISATION AGENCY
(A Society of Directorate of Information Technology, Govt. of Tripura)
ITI Road, Indranagar, Agartala – 799006

F. No. 2(23)/TSCA/2025-26/ **450**

Dated, ^{1st} ~~01~~ ^{Sept.} August, 2025

Notice Inviting Quotation

On behalf of the Governor of Tripura, a Sealed Quotation is invited by Member Secretary, Tripura State Computerisation Agency (TSCA); A Society of Directorate of Information Technology, Govt. of Tripura, ITI Road, Indranagar, Agartala – 799006 from CAG empaneled Chartered Accountant Firms, having Head Office in Tripura, and having requisite experience for Providing Tax related consultancy services (such as filing of response to Notice, filing of Appeals, rectification petitions, filing of returns of Income Tax etc.) and settlement / resolve all existing & up-coming matters related to Income Tax and allied activities as per Scope of work and Terms & Conditions pertaining to the **AY. 2013-14, 2014-15, 2017-18 & 2021-22** in Tripura State Computerisation Agency (TSCA). Accordingly, interested parties are requested to quote their rates with other relevant documents as prescribed in formats in a sealed cover super-scribing the envelope "Quotations for Providing Tax related consultancy services in favour of Tripura State Computerisation Agency (TSCA)".

Bidder has to offer rates as per following table and in compliance to Scope of work and Terms & Conditions given below -

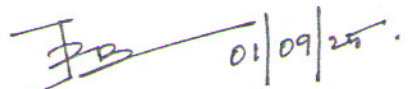
Sl. No	Item	Rate (in Rs.)	GST/ applicable taxes (in Rs)	Total (including GST/ applicable taxes) (in Rs)
1	Providing Tax related consultancy services like filing of response to Notice, filing of appeals, rectification petitions, filing of pending returns of Income Tax (if any), making submissions / correspondences to the Income Tax Department for settlement/ resolving of all existing & up-coming matters , appear before the Income Tax Department on behalf of TSCA and submit data, documents in support of TSCA. This relates to work with respect to the Assessment year 2013-14, 2014-15, 2017-18 & 2021-22. Rates should be quoted on Per Assessment year Basis.			

Scope of Work:-

- Providing Tax related consultancy services like filing of response to Notice, filing of appeals, rectification petitions, filing of pending returns of Income Tax (if any), making submissions / correspondences to the IT Department, appear before the IT Department on behalf of TSCA and submit data, documents in support of TSCA. This relates to work with respect to the Assessment year 2013-14, 2014-15, 2017-18 & 2021-22.
- Any demand and queries received, if any, the same will be settled /resolved and further, in this connection, whenever asked to present the case to the authority, same also be entertained by you for the settlement of the cases, for which, Tripura State Computerisation Agency (TSCA) will not bear any additional expenditure.

Terms & Conditions: -

- A. The minimum rate should be Rs.40,000/- per year including all taxes per Assessment year.
- B. The rates should be quoted for per Assessment year including all applicable taxes (applicable GST may be shown separately).
- C. The rate should be clearly indicated both in words and figure. Whenever there is discrepancy, the rate indicated in words shall apply.
- D. The firm should submit all the necessary documents i.e, Valid ICAI Registration Certificate of the firm, PAN Card, GSTIN Registration Certificate, valid Trade License, Tax Clearance Certificate.
- E. The firm should have their registered head office in Agartala and which should be operation during last 5 years.
- F. A certificate in the letter head of the CA Firm regarding blacklisting / non-blacklisting of firm / agency within last 5 years should be attached.
- G. Empanelment with C&AG: - The intended Chartered Accountant firm shall be mandatorily empaneled with the C&AG.
- H. Average Annual Turnover during last three (03) financial year i.e 2022-23, 2023-24 and 2024-25 should be more then Rs.30.00 lacs. (Must attach audited accounts of the bidding firm for above years along with the Income Tax return Acknowledgement for those years).
- I. Experience in the above scope of works to be supported by work orders issued to the firm during the last 5 (five) years.
- J. If more than 1 nos. firm quotes the same lowest rate/price for work, the final bidder / tender will be selected according to the Previous Work experience, turnover, other features.
- K. Bill to be raised on A.Y. basis only after successful settlement /resolving of the existing issues.
- L. Payment would be released only after successful settlement / resolving of the existing issues of the aforesaid years.
- M. The TSCA reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever. TSCA does not bind itself to accept the lowest or any bid and reserves the right to reject all or any bid or cancel the NIQ without assigning any reason whatsoever. TSCA also has the right to re-issue the NIQ without the vendor having the right to object to such re-issue.
- N. The contract may be extended for other A.Y.(s), if required, on the basis of satisfactory performance of the work order.
- O. The quotation should be typewritten and there should not be any overwriting or cutting. The name and signature of bidder's authorized person with seal should appear on each page of the application and relevant documents.
- P. Last date of submission of rate quotation is on or before 10.09.2025 by 3 PM. If required, TSCA may extend last date of submission or cancelled the NIQ.


(Jeya Ragul Geshan B, IFS)
Member Secretary,
Tripura State Computerisation Agency.
(Director, IT, GoT)