A Sealed tender is inviting from the C & AG empanelled Audit firms of Agartala for Audit of Accounts of Tripura State Computerisation Agency (A Society of Directorate of Information Technology), ITI Road, Indranagar.

**Terms & conditions:-**

1. Chartered Accountant firms those are empanelled with C & AG for the year 2016 - 17.
2. The firms having HO/Local Branch office at Agartala.
3. HO/Branch office must exist in Tripura for not less than 3(three) years as per the ICAI Certificate.
4. The firms those are interested to be appointed will have to quote fees and Taxes as per the format given at Annexure 1. Work will be awarded to the lowest bidder as per the total quoted price.
5. As the auditor once appointed can continue for another 1(one) year subject to satisfaction of the performance. However, contract may be extended for maximum 2(two) years as per prevailing rate.
6. In case, same audit fee is quoted by two or more CA firms, the selection of auditor shall be done considering the following factors – (i) Past experience in handling cost works. (ii) turnover of the firm.
8. Agency should also undertake the work of Income Tax Return filling for the Assessment year 2017 – 18 and 2018 – 19.
10. To give comments and observations on accounting records, systems and internal controls.
11. To identify specific deficiencies and area of weakness in the system.
12. To undertake the auditing works including submission of Audit Report along with Annual Accounts comprising Receipts & Payments Account, Income & Expenditure Account & Balance Sheet along with relevant schedules should be submitted within 1(one) month from the date of issuing engagement order.
13. Firm shall have to depute appropriate no. of team members to undertake the auditing for timely submission of audited reports.
14. Copy of Firm Registration certificate issued by ICAI, Empanelment No. with C & AG, Experience Certificate, Firm PAN No. and GST Registration Certificate (if available) should be furnished.
15. The interested tenderers may drop the tender at the office of the undersigned on or before 10/10/2017 by 3 P.M.
16. The society reserves the right to reject any or all quotation(s) without assigning any reason.
17. Minimum professional fees of the Chartered Accountant have been specified in the “Format for submission of financial bid” which is enclosed at Annexure - I.

Member Secretary
Tripura State Computerisation Agency
## Format for submission of financial bid

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Minimum Fees</th>
<th>Rates quoted</th>
<th>Taxes</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Audit for the Financial Year 2016 – 17</td>
<td>Rs.2,500/-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Audit for the Financial Year 2017 – 18</td>
<td>Rs.2,500/-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>IT Return for the Assessment Year 2017 – 18</td>
<td>Rs.1,000/-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>IT Return for the Assessment Year 2018 – 19</td>
<td>Rs.1,000/-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Filling of quarterly e – TDS return for the Financial year 2017 – 18</td>
<td>Rs.1,500/-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Filling of quarterly e – TDS return for the Financial year 2018 – 19</td>
<td>Rs.1,500/-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>Rs.10,000/-</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Total in Rupees _______/-) only

Authorised Signatory
Seal
Date