NOTICE INVITING TENDER
NIT No: - 2(14)/TSCA/2017 – 18/1466–G Date 01.08.17

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.
7. Agency should undertake the audit of accounts for the Financial year 2016 – 17 and Financial year 2017 – 18. Total financial involvement at about Rs. 20 crores (Rupees Twenty crores) only by way of 427 (Four hundred twenty seven) Nos of bills/vouchers during the year 2016 -17.
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 21/08/2017 by 3 P.M.
16. The society reserves the right to reject any or all quotation(s) without assigning any reason.

Member Secretary
Tripura State Computerisation Agency
## Annexure - 1

### Format for submission of financial bid

<table>
<thead>
<tr>
<th>SL No</th>
<th>Particulars</th>
<th>Rates</th>
<th>Taxes</th>
<th>Total</th>
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<tbody>
<tr>
<td>1.</td>
<td>Audit for the Financial Year 2016–17</td>
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<td>2.</td>
<td>Audit for the Financial Year 2017–18</td>
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<td>3.</td>
<td>IT Return for the Assessment Year 2017–18</td>
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<td>4.</td>
<td>IT Return for the Assessment Year 2018–19</td>
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<td>5.</td>
<td>Filling of quarterly e-TDS return for the Financial year 2017–18</td>
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<td></td>
<td><strong>Total</strong></td>
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</tbody>
</table>

(Total in Rupees __________________________ ) only

Authorised Signatory
Seal
Date