

**OFFICE OF THE
DISTRICT RURAL DEVELOPMENT AGENCY
KHOWAI DISTRICT :: KHOWAI**

No.F.1(3-14)/PD/DRDA/KHW/Audit/2012-13/16152-62

Dated, Khowai,
The 4th December, 2019

NOTICE INVITING QUOTATION

The Chief Executive Officer (District Magistrate & Collector), District Rural Development Agency (DRDA), Khowai District, Khowai invites sealed 'Quotation' (s) from the interested Chartered Accountants Firm (s) of India for rates for conducting of audit of Interest Money Account/ Miscellaneous Account/ DRDA Administration Scheme under DRDA, Khowai District, Khowai for the financial year 2018-19 (i.e. 01.04.2018 to 31.03.2019). Quotation in sealed cover will be received upto 12.12.2019 during the time from 10.00 AM to 3.00 PM in each working day in the Office Room of the Project Director (ADM & Collector), DRDA, Khowai District, Khowai and it will be opened on the same day at 3.30 PM, if possible. The Quotationer may also send their Quotation through Registered Post addressed to the undersigned, so that it reaches to this office on or before 3.00 PM on 12.12.2019. No Quotation after the prescribed date and time will be received/accepted by this office and this office shall not be liable for any delay in postage.


The Terms & Condition:-

1. The Quotationer should invariably be in the name of his firm with mentioning location in the quotation paper.
2. The Quotationer has to produce the Photo copy of the Registration Certificate issued by ICAI, New Delhi and quote the ICAI No. in their Quotation with Empanelment Number.
3. The Rate should be quoted both in figures & words and any other financial matter should be mentioned clearly.
4. The quoted rate shall be inclusive of Professional Taxes, GST/Service Charge etc. as applicable to the Central Government and State Government.
5. Selected Agency will use its own means of conveyance. No TA/DA will be paid by this office for any kinds of journey including transportation.
6. The auditing of Interest Money Account/ Miscellaneous Account/ DRDA Administration Scheme under DRDA, Khowai District, Khowai for the financial year 2018-19 (i.e. 01.04.2018 to 31.03.2019) shall be completed within 4 (four) days of issuance of appointment order and also report shall be submitted to this office accordingly.
7. No rate variation clause will be applicable. Rate/Amount quoted for consolidated will be fixed and final.
8. In case of breach of contract/non-compliance by the selected firm within the prescribed period after getting the appointment order, penalty up to **Rs.2,000/- (Rupees two thousand)** only per day of delay of work will be imposed on that firm.
9. If the last date of receiving tender is a holiday or becomes paralyzed due to unforeseen reasons, the last date of dropping the Quotation will automatically be extended to next working day.
10. The tender box will be opened on the last date of receiving Quotations, if possible, if it is not possible on the same date, that will be on next working day. The Quotationer may remain present during opening of Tenders or send their authorized representative to remain present.
11. The relevant records and Registers of all transactions made by DRDA, Khowai District, Khowai for the financial year 2018-19 should be verified.




12. The Cash Books, Bank ledgers, Bill Registers, Cheque Issue Registers and Advance Registers & Utilization Certificate etc. of the said Accounts should be verified.
13. The Receipts & Payments Accounts, Income & Expenditure Accounts and Balance Sheet for the financial year 2018-19 in respect of each & every programme taken by DRDA, Khowai District, Khowai have to be prepared by the CA firm himself.
14. It has to be scrutinized as to whether the expenditure incurred by DRDA, Khowai District, Khowai during the financial year 2018-19 as per guidelines.
15. The certification for non-embezzlement & non-diversion of fund etc. shall be prepared on the basis of the records & documents.
16. The DRDA, Khowai District, Khowai shall readily supply all expenditure statements of each programmes, all Registers, Cash Books, Bill Registers & extent necessary support and help to the audit team, as and when required.
17. The minimum rate has been quoted of **Rs.14,000/- (Rupees fourteen thousand) only**.
18. The Quotation received through e-mail will not be allowed.
19. The Quotation should also be sent by Registered Post or by Speed Post or by hand.
20. The undersigned reserves every rights to accept or reject any/all Quotation/Tender (s) including the lowest tender without assigning any reasons as well as without prejudice to the Court of Law.
21. The Quotationer may quote the rate for auditing. The Quotationer who will quote the lowest rate for auditing shall be shortlisted provided all other conditions are met and the decision shall also be subject to time of completion of audit. The last date of submission of Quotation shall be on ~~12.12.2019~~ 12.12.2019 upto 3.00 PM. The Quotationer shall submit the quotation as per following format.

Sl No.	Name of the CA Firm	Rate which was quoted by CA Firm	Date by which work shall be completed	Date of submission of Audit Report


 04/12/19
 (P. Chakraborty, IAS)
 Chief Executive Officer
 (District Magistrate & Collector),
 District Rural Development Agency
 Khowai District :: Khowai

Copy to:-

1. The Director (Projects), SLMC of SGSY, RD Department, Government of Tripura, Agartala for kind information.
2. The Director, ICA., Agartala for information with a request to publish the same in 3 (three) local news papers.
3. The Project Director (ADM & Collector), DRDA, Khowai District, Khowai for information.
4. The BDO, Khowai/Padmabil/Tulashikhar/Kalyanpur/Teliamura/Mungiakami RD Block for information.
5. The DIO, NIC, Khowai District, Khowai for information with a request to upload in the website 'khowai.nic.in' accordingly.
6. Notice Board, DM's Office, Khowai District, Khowai.


 04/12/2019
 (P. Chakraborty, IAS)
 Chief Executive Officer
 (District Magistrate & Collector),
 District Rural Development Agency