

Government of Tripura  
**Tripura Biotechnology Council**  
Directorate of Biotechnology  
Vigyan Bhawan, Pandit Nehru Complex  
Kunjavan, Agartala -799006

NIQ No.F.2(5)/TBC/A&A/2018/P-II/902-908

Date 10 / 12 / 2024

**NOTICE INVITING QUOTATION**

Sealed quotation in 02(two) Bid system are hereby invited by the undersigned on behalf of the Governor of Tripura from Indian bonafide C&AG empanelled Chartered Accountant Firms (C.A Firm) for conducting Statutory Audit of **O/o the Tripura Biotechnology Council, Directorate of Biotechnology, Department of Science, Technology & Environment, Govt. of Tripura** initially for 01(year) i.e. for the financial year 2023-24.

Last Date of quotation submission: **24<sup>th</sup> December, 2024 up to 03.00 pm IST**

Date of opening of quotation: **26<sup>th</sup> December, 2024 at 04.00 pm IST**

**Note:** The quotations may be opened on **26<sup>th</sup> December, 2024 if possible**. In case of any un-scheduled holiday(s) or occurrence of some event beyond control of the inviting authority or force majeure on the day of opening, the quotations will be opened on the next working day at the same time scheduled above.

**Work Overview:**

1. This Council is implementing number of projects in the State funded by Govt. of India organization in which the fund is directly received by this Council( Non-Treasury function).
2. In order to submit Final Accounts Report for financial year 2023-24 to the Accountant General as per the vide memo No. AMG-IIB/Intimation/ 2020-21/401 dated 21-01-2021, NIQ being called for C&AG empanelled Chartered Accountant firms to conduct the statutory audit of this Council for a 01(one) year i.e. for the financial year 2023-24.

**Scope of the work:**

1. Physical verification of expenditure vouchers.
2. Verifying the stock register, Fixed Asset register & other registers which are required to be maintained as per statute properly or not.
3. Whether cash book, other Accounting Books and Accounting Records are properly maintained in compliance as per guideline by the Finance Department, Govt. of Tripura.
4. Verification of Bank reconciliation statements are prepared on regular basis or not.
5. Verifying the purchases of assets and disposals, if any, with reference to the respective files and accounts effect.
6. Verifying the opening balances of all ledger head of accounts and the project expenses or any other accounts related activity which is not proper maintain as per accounting standard.



7. To verify the mandatory transactions/matters TDS like GST/IT/Return due time submitted/payable.
8. Analysis Fund details including monthly interest received on deposit.
9. Analysis of stock statement along with last physical verification details.
10. Auditor will check every voucher, cash book, bill register and other regarding records and documents and will mark them with initial as proof of checking.
11. To made of Annual Accounts of this Council per financial year and should be mentioned UDIN.
12. To make Utilization Certificate of the projects of any Govt. or Govt. Institutes whenever required and should be mentioned UDIN.
13. Any other areas of work as directed by the undersigned.

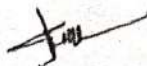
**General Information and Terms & Conditions:**

1. The Quoting Agency should be a Registered C&AG empanelled Organization/Firm having latest Certificate of Firm Constitution issued by ICAI.
2. The Firm should have experience of minimum 3 years in this background (Public Sector & Private Sector).
3. The quotations will be opened in the presence of the Quotationer or their authorized representative (having valid authorization letter) who may like to be present.
4. The quotationers should submit **Technical Bid and Financial Bid** in two different envelopes. **Envelope-I for Technical Bid as per Annexure-I and Envelope-II for Financial Bid as per Annexure-II.** Both the Envelope-I & Envelope-II should be wrapped in a **single envelope** superscripting the NIQ number & name and subscripting the name of the quotationer with address. If the outer envelope is not sealed & marked properly as desired, the quotation of the quotationer will be rejected.
5. **The Quotationer whose Technical Bid is found to be acceptable, shall be considered for opening of respective Financial bid.**
6. All pages of the quotation documents (Technical and Financial) and all envelopes shall be signed and stamped by the quotationer before submission.
7. **The work should be started within 7 days & completed within 30 days from the date of issuance of Work Order.**

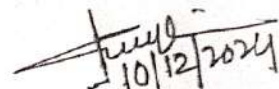
*July*

**8. Rate:**

- a. **The Ceiling limit is Rs. 10,000/- (Rupees Ten thousand) only per financial year excluding of all taxes.**
  - b. The rate quoted should be in Indian Rupees and be firm excluding of all taxes.
  - c. The rate should be legible written in English both in figure and in words. In case of any contradictions between the rated mentioned in figure and words, the rate mentioned in words shall be considered final. Also if there is any contradiction between per FY rate & total amount, per FY rate will be considered.
9. The list & details of person along with reserved personal who are likely to be engaged to perform the service work should be submitted work should be submitted immediately after issuance of work order against the successful quotationer.
10. **The rate offered for the service work shall be valid for 01(one) year initially from the acceptance of the rate by this end which may be extended further.**
11. The undersigned reserves the right to discontinue the services of the C.A firm within 24 hours notice without assigning any reason.
12. The agency shall be responsible for conduct and performance of each personal deployed by it and any cost relating to that like fooding, lodging, transportation, cost of stationeries etc. to be borne by the firm and will not be produce for payment.
13. The agency/firm shall deploy personal on all working days.
14. Any Kind of dispute or violence related to duty staff would not be entertained and should be replaced by new person by the agency immediately.
15. Audit team visiting the units must comprise of at least two persons.
16. **Payment Terms:**
- (i) No advance payment will be made.
  - (ii) Payment will be released only after full completion of work and receipt of bills in triplicate subject to statutory deduction if so applicable.
  - (iii) Quotationer should provide Beneficiary ID if already created or photocopy of PAN Card, Aadhar Card, and Bank Account Details.
  - (iv) The final bill in triplicate shall be submitted to the **Joint Member Secretary, Tripura Biotechnology Council, Directorate of Biotechnology, Govt. of Tripura, Vigyan Bhawan, Gorkhabasti, Agartala, West Tripura, Pin-799006** by the successful quotationer within one week or completion of work.



17. The quotationers will be required to give an undertaking with Technical Bid in the proforma given at **Annexure-III**.
18. A quotaioner should submit only one quotation, Submission of multiple quotationer by a single quotationer will lead to rejection of all quotations by the quotaioner.
19. No quotations will be accepted through post/courier etc.
20. **Non Submission of Technical bid document(s) as per Annexure-I will lead to rejection of that quotation.**
21. **The undersigned reserves the right to cancel the NIQ even to the lowest bidder any time without assigning any reason thereon.**

  
10/12/2024

(A.Sengupta)  
**Joint Member Secretary,**  
**Tripura Biotechnology Council,**  
Directorate of Biotechnology  
Department of Science Technology &  
Environment, Govt. Of Tripura

Copy to

1. The Member Secretary, Tripura Biotechnology Council for kind information.
2. The Member Dy. Secretary (D.D.O), Tripura Biotechnology Council for information.
3. IT Nodal Officer, DSTE with a request to upload the same in the website of Department of Science , Technology & Environment , Govt. of Tripura ([www.dste Tripura.gov.in](http://www.dste Tripura.gov.in))
4. The Director, Information & Culture Affairs, Govt. of Tripura for publication of NIQ in daily local newspaper.
5. The Accounts Officer, Tripura Biotechnology Council for information.
6. The Accounts Section, TBC for information.
7. Notice Board, TBC Agartala

(Annexure-I)

**TECHNICAL BID**

NIQ No.F.2(5)/TBC/A&A/2018/P-II/902-908

Date 10 / 12 / 2024

Sl No	Name of Document	Yes	No	Remarks
1	Copy of Registration issued by ICAI			Attachment of copies of documents is mandatory
2	Copy of recent C&AG empanelled F.Y. 2023-24 and 2024-25			
3	Duly filled & signed <b>Form-A</b> annexed.			
4	Copy of PAN card of the quotationers			
5	Copy of the IT return for F.Y.2023-24,2024-25			
6	Copy of GST Registration & clearance of GST up to Nov, 24			
7	Copy of Professional Tax Clearance up to Nov, 2024.			
8	Duly filled & signed undertaking <b>(Annexure-III)</b>			

Place:

Date: (Signature of the authorized person of the Agency with seal)

**FORM-A**

Sl No	Particulars		
1	Status of the Firm		
a)	Name of the firm (in capital letters)		
b)	Address of the Head office along with email ID/Contact numbers.		
c)	PAN Card No. of Firm		
2.a.	ICAI Registration No.		
2.b.	Region Name		
2.c.	Region code No		
3.	Empanelment number with C&AG		
4.a.	Date of the constitution of the firm		
4.b.	Date since when the firm has a full time FCA		
5.	Full time partner/sole proprietor of the firm as on 1 <sup>st</sup> November, 2024		
Sl	Continuous association with the firm	Number of the FCA	Number of the ACA
a	Less than one year		
b	1 year or more but less than 5year		
c	5 year or more but less than 5year		
d	15 years or more		
Note	Please attach a copy of the Firms Constitution Certificate issued by ICAI as on.....		
6	Number of the full time Chartered Accountant as on 1 <sup>st</sup> November, 2024		
7	Number of Audit staff employed full time with the firm		
7.a.	Other Professional Staff		
	List of be attached for SL No. 5 to 8		
8.	Whether the firm is engaged in any internal or external audit or providing any other services to any Govt. Company/Corporation or Co-operative institution etc. if yes details may be given on a separate sheet.		
9.	Whether the firm is implementing quality control policies and procedures designed to ensure that all audit are conducted with statements on standard Auditing practices (if yes a brief note on the procedure adopted is to be enclosed).		
10.	Are there are any Court/Arbitration/Legal cases against the firm		
11.	Total Turnover of the firm for the last 5 years		

**ANNEXURE-II**

**FINANCIAL BID**

NIQ No.F.2(5)/TBC/A&A/2018/P-II/902-908

Date 10 /12/2024

Sl No	Particulars	Professional Fee/Financial year (in Rs)	Total Professional Fee 01 (one) FY(in Rs)
01	Professional fees for conduct internal Audit covering period of 2023-24 F.Y. for <b>O/o the Tripura Biotechnology Council, Govt. of Tripura.</b>		
		In words:	

Place:

Date: (Signature of the authorized person of the Agency with seal)

**ANNEXURE-III**

(on official Stationery/letter head)

**Undertaking**

I /we.....the sole proprietor/partners of .....chartered Accountants do hereby jointly and severally verify and declare:

- i) That I/we am/are competent to sign this declaration and execute this NIQ and stating that my/our firm/company/agency is not black listed by any Govt./ PSU office/ Department.
- ii) That there are no Court/Arbitration/Legal Cases against my/our firm.
- iii) that the particulars given are complete and correct and that if any of the statement made or the information so furnished in the application form is later found not correct or false had been suppression of material information, the firm would not only stand disqualification from the allotment, but would be liable for disciplinary action under the Chartered Accountant Act, 1949 and the regulations framed there under.
- iv) that the firm proprietor or partners have not been debarred cautioned by ICAI during the last five year (if cautioned give details).
- v) That individually we are not suggested engaged in practice otherwise or in any other activity which would be deemed to be a practice under Section 2(2) of the Chartered Accountant Act, 1949.

Sl No	Name of the partner/sole proprietor	Membership Registration number by ICAI	PAN No	Dates of payment of fees for the relevant year A/B*	Signature of the partner/sole proprietor

\*A for membership & B for issue of Certificate of Practice

Signature of Partner/Proprietor

Place:

Date: