

TRIPURA CLIMATE CHANGE CELL  
DEPARTMENT OF SCIENCE, TECHNOLOGY & ENVIRONMENT  
Email: dste-tr@gov.in/Phone No. (0381) 3513301

**NOTICE INVITING QUOTATION**

Director, Tripura Climate Change Cell (TCCC), DSTE, Government of Tripura invites sealed tender from the interested and registered Chartered Accountant Firms (CA) empaneled with the Comptroller and Auditor General of India (C&AG).

Name of the Work	Tender Fee	EMD* (In Rs.)	Last Date	Date of Opening (Technical & Financial Bids)
Audit for the FY 2022-23, 2023 – 24, 2024 – 25.	Nil	1000	30.08.2025, 12 Noon	30.08.2025, 02:00 PM, if possible

\* EMD is exempted for MSE's & others as per Rule 170(i) of GFRs, 2017.

**TERMS & CONDITIONS:**

- a) The Chartered Accountant firm should be registered with The Institute of Chartered Accountants of India (ICAI) & empaneled with C&AG/AG having minimum 3 (three) years' experience for such auditing of accounts related works in various Government Departments/PSUs etc.
- b) EMD amounting to Rs.1000/- should be submitted from any Nationalized Bank in Demand Draft valid for a period of 45 days (Sealed Envelope). However, EMD is exempted for MSE's & others as per Rule 170 (i) of GFRs, 2017. In this regard, a photocopy of the exemption certificate is to be produced.
- c) EMD should be in favour of "Tripura Climate Change Cell", Bank Name: Union Bank, Bank A/C No. 571602010008389, Branch: GB Bazar, ITI Road, Agartala, IFSC Code: UBIN0557161.
- d) The Earnest Money of the successful Firm will be treated as security money & that of unsuccessful Firm may be released after final selection process. The Security Money of successful Firm will be released on successful completion of the work.
- e) Separate rate is to be quoted in figures and words for each financial year for auditing annual accounts of TCCC, DSTE, Government of Tripura. It is to be noted that cost escalation on any account will not be entertained in future.
- f) No tenders will be received after the due date and time or found to be incomplete will be rejected without assigning any reasons.
- g) **Envelope\_1** should contain documents mentioned at **Annexure – I** superscribe as "**TECHNICAL BID**" and **Envelope\_2** should contain financial bid as per **Annexure – II** superscribe as "**FINANCIAL BID**".
- h) The audit of accounts shall be carried out physically at the Office of the Director, Tripura Climate Change Cell (TCCC), DSTE, Vigyan Prajukti O Parivesh Bhawan, Gorkhabasti, Agartala, Tripura (W), PIN: 799006.

- i) A specific date & time shall be fixed for the audit on release of the work order. In case, the successful bidder fails to be present on the specific date & time the bid is liable to be cancelled and given to the next lowest bidder with no further explanation.
- j) Audit shall be carried out financial year wise (i.e. 2022-23, 2023-2024 & 2024 – 25) and the report is to be submitted within 15 (fifteen) days for the FY 2022-23, 2023-2024 and for the FY 2024 – 25 after the Financial Year ending from the issue of Work Order. Details activities such as reconciliation of all Bank accounts, ensuring all financial transactions are recorded in Cash Book and reflected in Bank Pass Book and any deviation and ensuring correctness of accounts etc., is to be reported to the authority.
- k) If authority, desires the audit may be extended for the upcoming 2 (two) financial year (i.e. 2025-26 & 2026 -27) subject to satisfactory performance of the successful bidder with the approved rate and availability of fund.
- l) The firm should submit 2 (two) sets of Audited Reports duly signed financial year wise in its official pad.
- m) NO advance payment will be made, payment will be released only after receiving the Audited Reports duly signed financial year wise subject to statutory deduction if so applicable.
- n) The final bill in triplicate shall be submitted to the Office of the Director, Tripura Climate Change Cell, DSTE, Gorkhabasti, Agartala, West Tripura, and Pin-799006, Email: dste-tr@gov.in by the supplier within one week of completion of the supply.
- o) The undersigned reserves the right to cancel the NIQ any time without assigning any reason thereon.

(S. Banik)  
SSO(A) & PI, TCCC

**Copy to:**

1. The PA to the Principal Secretary, ST&E, Government of Tripura for kind information.
2. The Sr. SO cum Admin (PI, TCCC, DSTE, Tripura) for information.
3. The Scientific Officer & DDO, TCCC, DSTE, for information and necessary action.
4. The Accountant, TCCC, DSTE, Tripura for information. Accountant is also requested to prepare all relevant information required for the audit well in advance & shall produce all relevant information related to the cell to the audit team.
5. The Cashier, TCCC, DSTE, Tripura is instructed to assist the Accountant in all matters pertaining to the audit.
6. Mr. J. S. Reang, SA for uploading the same in Departments portal/Department Twitter Account/State portal etc.
7. Notice Board, DSTE, Agartala.

**ANNEXURE – I****(ON OFFICIAL LETTER HEAD)****QUALIFICATION CUM TECHNICAL BID  
(FY: 2022-23, 2023-24, 2024-25)**

[TO BE FILLED IN BY THE BIDDER AND ENCLOSE SUPPORTING DOCUMENTS]

<b>SN</b>	<b>Particulars</b>		<b>Details</b>
1.	Name of Firm/Company/Proprietor etc.,	:	
2.	Mobile No.	:	
3.	Email id:	:	
4.	Registration Certificate No.	:	
5.	PAN No.	:	
6.	GST No.	:	
7.	MSME Udyog Aadhaar Number (if any)	:	
8.	Address for Correspondence:	:	

**CHECK LIST:**

<b>SN</b>	<b>Item</b>	<b>Tick '√' if enclosed</b>
1.	Copy of valid Firm Registration Certificate No.	
2.	Copy of PAN card of the bidder	
3.	Copy of GST Registration	
4.	MSME Registration Certificate	
5.	3 (three) years' Experience Certificate or more	
6.	EMD enclosed in ( <b>SEALED ENVELOPE</b> )	

**UNDERTAKING**

Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time authority is at liberty to reject the proposal/work awarded to this CA Firm.

Signature of CA Firm

:

Date

:

Place

:

**ANNEXURE – II**

**(ON OFFICIAL LETTER HEAD)**

**FINANCIAL BID**  
**(TO BE FILLED BY BIDDER)**

Name of the Firm:					
SN	Items	Financial Year	Amount (in Rs.)	GST (%)	Total Cost (including GST) in Rs.
1	Audit for the FY 2022-23, 23 – 24, 24 – 25.	2022 - 23			
		2023 - 24			
		2024 - 25			
Total					

*(Rupees .....only.*

We are agreed to all the tender terms & Conditions and the fee quoted above by the firm will not change during the contract period.

Signature of CA Firm

Date

Place

:

:

: