

**OFFICE OF THE MUNICIPAL COMMISSIONER  
AGARTALA MUNICIPAL CORPORATION  
AGARTALA**

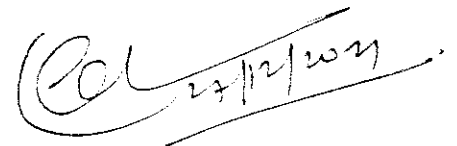
Dated, the.....~~27~~<sup>28</sup>/12/2020

**NOTICE INVITING QUOTATION**

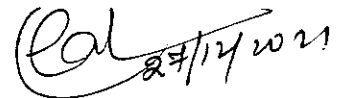
The Municipal Commissioner, Agartala Municipal Corporation invites Sealed "Quotation" (S) from local **CAG empanelled Chartered Accountants Firms** for the purpose of preparation of Financial Accounts of Agartala Municipal Corporation from the financial years 2016-17 to 2020-21. The CA firm should be from Agartala, Tripura. Quotations will be received in sealed cover on or before ~~28.12.2020~~<sup>28.12.2020</sup> at 1500 hrs in the chamber of the DDO, AMC and will be opened on the same day at 1530 pm if possible. The quotationer may send their quotation through Registered Post to the office of the undersigned on or before the prescribed date and time. No quotation after the due date and time will be entertained from this end.

**TERM AND CONDITIONS:-**

1. The Quotation should bear the name of the firm along with address in quotation papers.
2. The Head Office of the CA firm should be in the Tripura State only.
3. The quotationer has to produce the Photo copy of Registration Certificate issued by ICAI New Delhi and Quote the ICAI Number in their quotation.
4. Document showing CAG empanelment shall be enclosed along with Quotation.
5. The firm shall submit a certificate stating that the firm has not been blacklisted by any Government Department/Agency.
6. The rate should be quoted in both figures and words.
7. The quoted rate shall be including all taxes and any other Taxes applicable in this regard. Two bid systems has to be followed as technical bid and financial bid. Technical bid includes all terms and conditions and financial bid includes only rates. Both the bid will be separately enclosed with single big envelope. Financial bid will be opened if the bid is technically qualified.
8. No TA/DA will be paid by this office for any kind of journey including transportation.
9. Trade License, TAN, PAN of the firm, GST registration etc will require to be produced along with the bid.
10. The CA firm shall mention about experience of conducting audit of ULB's or similar nature of work.
11. The total work has to be completed within 3 (Three) months from the date of receipt of the work order.

  
27/12/2020

12. The undersigned reserve the right to reject the quotation including the lowest quotation without assigning any reason.
13. The average Turnover of CA firm should be more than Rs.20 lakh in the last 3 financial years. The copy of Balance Sheet shall be attached along with ITR.
14. If the last date of receiving quotation is a holiday or becomes paralyzed due to unforeseen reasons, the last date of receiving the quotation will be automatically be extended to next working day.
15. If it is not possible to close the Quotation box on the schedule date due to some unforeseen reason, then the next working day will be counted as opening of Quotation box.
16. Quotationer may visit the office to know the volume of work before drop the Quotation in the office hour.
17. Minimum fee per year shall not be less than Rs.20, 000/-(Including of all taxes).



Municipal Commissioner  
Agartala Municipal Corporation