

**GOVERNMENT OF TRIPURA  
DIRECTORATE OF HEALTH SERVICES**

NO.F.44/CPC/Audit/DHS/2020-21

Dated, Agartala the 1/7/2020

**Name of work:-** e-Tender(EOI) of for engagement of CAG empanelled Chartered Accountant firms (C. A. firm) for Quarterly Internal Audit of Peripheral Units and NGOs under Tripura SACS for the financial year 2020-21 and for a period of 2 years.

1. Certified that this DNI e-T contains 25 (twenty five) pages numbered from 1 to 25.
2. The tender document will be available on the website [tripuratenders.gov.in](http://tripuratenders.gov.in)
3. Header of every page is bearing the text “BIDDING DOCUMENT FOR e-TENDERING AT DHS”.
4. The schedule of the above e-tender is shown in P/5.

**5. DETAILS NIe-T No:- F.44/CPC/Audit/DHS/2020-21**

**6. DETAILS:-** This draft Notice inviting e-Tender for engagement of CAG empanelled Chartered Accountant firms (C. A. firm) for Quarterly Internal Audit of Peripheral Units and NGOs under Tripura SACS for the financial year 2020-21 & 2021-22 for a period of 2(two) years is hereby APPROVED.

**OSD, Store & Purchase Section  
(Deputy Head of CPC)  
Directorate of Health Services**

**Assistant Director of Health Services  
(Head of CPC)  
Directorate of Health Services**

CONTRACTOR/BIDDER.

**Director of Health Services  
Govt. of Tripura, Agartala**

**NOTICE INVITING e- TENDERS**

DIRECTORATE OF HEALTH SERVICES, GOVT. OF TRIPURA

**CONTRACTOR/BIDDER.**

**Director of Health Services  
Govt. of Tripura, Agartala**

**7. LIST OF IMPORTANT DATES IN CONNECTION WITH THE BID FOR THE WORK.**

**Name of work:-** e-Tender for engagement of CAG empanelled Chartered Accountant firms (C. A. firm) for Quarterly Internal Audit of Peripheral Units and NGOs under Tripura SACS for the financial year 2020-21.

1.	<b>Publish Date</b>	1/7/2020
2.	<b>Document download/Sale start date</b>	From Date:- 01/07/2020 Time:- 14 hrs 00 Min
3.	<b>Pre Bid Meeting</b>	<b>Date:-</b> 08/07/2020 at 12 hrs 30 Mins
4.	<b>Seek clarification date</b>	<b>From:-</b> 01/7/2020 to 7/7/2020 up to 16 hrs 00 Min
5.	<b>Place of Pre Bid Meeting</b>	<b>Recreation Hall Directorate of Health Services P.N. Complex, Gurkhabasti, Agartala Govt. of Tripura</b>
6.	<b>BID Submission start date</b>	<b>Date:-</b> 01/07/2020 from 14 hrs 00 Min
7.	<b>BID Submission End date</b>	<b>Date:-</b> 23/7/2020 up to 16 hrs 00 Min
8.	<b>Time and Date of Opening Bid/Bids:-</b>	<b>Date:-</b> 24/7/2020 at 15 hrs 00 Min , if possible.
9.	<b>Place of Opening Bids:</b>	<b>Directorate of Health Services P.N. Complex, Gurkhabasti, Agartala Govt. of Tripura</b>
10.	<b>Bid Validity:</b>	<b>730 days</b>
11.	<b>Officer inviting Bids:</b>	<b>Director of Health Services, Govt. of Tripura, Agartala</b>

**Notes:-**All the above mentioned time are as per clock time of e-procurement website  
<https://tripuratenders.gov.in>

**CONTRACTOR/BIDDER.**

**Director of Health Services  
Govt. of Tripura, Agartala**

**Government of Tripura  
Directorate of Health Services**

**NOTICE INVITING e-TENDER**

**TENDER REF. No.F.44/CPC/Audit/DHS/2020-21**

Dated, Agartala 01/07/2020

Tender(EOI) for engagement of CAG empanelled Chartered Accountant firms (C. A. firm) for Quarterly Internal Audit of Peripheral Units and NGOs under Tripura State AIDS Control Society for the financial year 2020-2021

A Tender hereby invited by Director of Health Services, Government of Tripura, Agartala (on behalf of the Governor of Tripura), from the resourceful, experienced, reliable, bonafide , renowned, licensed financially sound Agencies/Firms **for engagement of CAG empanelled Chartered Accountant firms (C. A. firm) for Quarterly Internal Audit of Peripheral Units and NGOs under Tripura State AIDS Control Society for the financial year 2020-2021 .**

The details of tender, list of items with indicative quantity and Tender Documents are made available on website (<http://tripuratenders.gov.in>). The last date/time of submission of the tender documents by online is **23/7/2020 up to 4:00 pm.**

**All future modification/corrigendum shall be made available in the e procurement portal, So bidders are requested to get the update themselves from the e procurement web portal only.**

Director of Health Services  
Govt. Of Tripura, Agartala

**CONTRACTOR/BIDDER.**

**Director of Health Services  
Govt. of Tripura, Agartala**

**GOVERNMENT OF TRIPURA  
DIRECTOR OF HEALTH SERVICES**

**8. NOTICE INVITING- e - TENDER.**

E-Tenders of are hereby invited through website <https://tripuratenders.gov.in> for **EOI for engagement of CAG empanelled Chartered Accountant firms (C. A. firm) for Quarterly Internal Audit of Peripheral Units and NGOs under Tripura State AIDS Control Society for the financial year 2020-2021** .by the Director of Health Services, Government of Tripura, Agartala (on behalf of the Governor of Tripura) from the resourceful, experienced, reliable, bonafide , renowned, licensed financially sound Agencies/Firms .

Tender for Expressions of Interest: Chartered Accountant Firms for the Quarterly Internal Audit of Peripheral Units and NGOs of Tripura State AIDS Control Society.

A. The State AIDS Control Society (SACS) is responsible for implementing the National AIDS Control Programme (NACP) in the State of Tripura

B. SACS is a registered organization under the control of the State Government and it is the nodal organization for all the HIV/AIDS prevention and control work that is taken up in the State. SACS releases fund to peripheral organizations like NGOs and hospitals under the Government sector. Hence it is essential to assess as to conduct a Quarterly Internal Audit of Peripheral Units and NGOs under the provision of the Societies

C. Expressions of Interest are invited from CAG empanelled Chartered Accountant firms to conduct the Quarterly Internal Audit of Peripheral Units and NGOs of the SACS/MACS for a financial year 2020-21.

D. Total number of Peripheral unit is almost 95 nos.(NGO-14, LWS-2, ICTC-24, STD-18, SDH-12, MS-5, CPC-8, TSBTC-1, DAPCU-1, PP ICTC-2, ART-2, FIART-3, OST-5) and NGOs is 16 numbers to be covered.

**9. Eligibility & Assessment Criteria;**

The EOI and capability will be assessed against evidence of skills and experience in providing accountancy services in the State

The tender will remain valid up to 2 years from the date of signing of the contract.

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**TERMS & CONDITIONS**

10. a) The tender fee (Non-refundable) Rs. 1,000/- ( Rupees one thousand) only and Earnest money (Refundable) of Rs. 30,000/-(Thirty thousand) only are to be paid electronically over the online Payment facility provided in the Portal, any time after Bid Submission Start Date & before Bid Submission End Date using either of the supported Payment like Net Banking/Debit Card/Credit Card.

b) Exemption of EMD is also applicable for Govt. of India/State Government, Small & micro entrepreneurs and for Public Sector Undertaking (Central Govt. & State Govt.).

c) EMD of all participated bidder shall be refunded only after the Award of Contract event is completed in the Tripura e procurement Portal.

d) In case of L1 bidder, EMD will be released only after receipt of “Performance Bank Guarantee” which will be intimated to the L1 bidder through letter to deposit the “Performance Bank Guarantee” and then only AOC will be completed.

11. Guidelines and Terms & Conditions will have to be downloaded from the website [www.tripuratenders.gov.in](http://www.tripuratenders.gov.in).

12. The interested bidders should furnish the bids in 2 parts, namely “**Technical Bid**” & “**Financial (BOQ)**” with necessary documents as follows.

13. The Technical bid shall contain everything except the financial rate offered. The Financial bid shall contain only the rate offered by the agencies /firm/ person. While processing the EOI the Technical bid will be examined first and the eligible agencies/firm/person fulfilling all requirements will be short listed.

**14. TECHNICAL DOCUMENT****List of documents to be scanned in 100 dpi resolution into PDF and uploaded TECHNICAL DOCUMENT**

*(The following documents, as per standard format detailed in bid document, or as per standard dictated by Regulatory/ Statutory bodies, in addition to the documents required for Annexure-A, Part B and Standard Evaluation Sheet for Evaluation of the Technical Bids of the External Auditors (CA Firms) and shall be scanned and uploaded along with the bid document as per requirements.*

Sl.No	Name of documents.
1.	Scan copy of ICAI Certificate as on 01.01.2020.
2.	Scan copy of details of the staff (e.g. name, address, qualification, post, designation etc
3.	Scan copy of Appointment letters from the auditee organization
4.	Scan copy of Balance sheet for the last three years
5.	Scan copy of valid GST certificate with last return
6.	Annexure-A(Bidder details to be filled and uploaded)
7.	Annexure-B.( Stating information are correct to filled and uploaded).
8.	Annexure-C.(Criteria details to be filled and uploaded).
9.	Annexure- D.( Letter of Transmittal
10.	Annexure- E.( Bidder Profile)

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Sl.No	Name of documents.
11.	Annexure- F.(Declaration)
12.	Annexure- G.(Black listed)
13.	Annexure- H.(Turnover Certificate)
14.	Annexure- I.(Communication details)
15.	Annexure-J(Check list)

**Other important documents:**

Sl. No.	Name of documents.
1	PAN card.
2	DNIT.

**15. FINANCIAL DOCUMENT**

i) BOQ

**16. Scope of Work**

The quarterly internal audit will be carried out in accordance with Audit & Assurance Standards of Auditing issued by the Institute of Chartered Accountants of India and will include such tests and controls as the auditor considers necessary under the circumstances. In conducting the audit, special attention should be paid to the following:

- a. An assessment of the adequacy of the project financial management arrangements, including internal controls. This would include aspects such as adequacy and effectiveness of accounting, financial and operational controls, and any needs for revision; level of compliance with established policies, plans and procedures; reliability of accounting systems, data and financial reports; methods of remedying weak controls or creating them where there are none; verification of assets and liabilities. This would be done in every year of project implementation and specific comments on this aspect would be provided by the auditor annually in the Management Letter.
- b. All funds sent by GOI/ State Society as grant-in-aid have been used in accordance with the conditions laid down in the Project Implementation Plan and World Bank agreements and only for the purposes for which the funds were provided. Any other interim instruction related to financial audit vis a vis issuance of quarterly audited UCs, if any, from NACO needs to be carried out.
- c. All funds have been used in accordance with the relevant financing agreements, with due attention to economy and efficiency, and only for the purposes for which they were provided.
- d. All expenditure, including procurement of goods and services has been carried out as per the procurement manual of the program.
- e. All the goods procured and issues are supported by valid receipts and issue documents and are recorded in the stock/ inventory registers and the closing balances worked out correctly.
- f. Comments of general nature are to be avoided. Audit comments should be backed by specific instances with documental proof and any deviation from the prescribed procedure should be brought to the notice.
- g. The expenditures reported as per the quarterly FMR also are in agreement with the audited expenditure / books of accounts and variances are documented.

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**17. Financial Statements**

The financial statements should include:

- a. A summary of funds received, showing the grant-in-aid from GOI/Tripura SACS and funds received from other sources, donors, if any separately
- b. A summary of expenditures shown under the main project activities of expenditures.
- c. A Balance Sheet showing accumulated funds of the project, bank balances, other assets of the project.

**Reconciliation with the Financial Reports**

In addition to the audit of Financial Statements, the auditor is required to audit the Interim Financial Reports (IFRs) used as the basis for the disbursement by the World Bank/DFID. The auditor should apply such tests and controls as the auditor considers necessary under the circumstances. These should be carefully compared for project eligibility with the relevant financing agreements and the Project Implementation Plan for guidance when considered necessary. The following are required to be annexed to the project financial statements:

- i. When ineligible expenditure, if any, is identified as having been included in the withdrawal applications, these should be noted separately by the auditor in an annexure.
- ii. The amount of expenditure reported in the IFR should be reconciled with the amount appearing under the summary of expenditures of the receipts and payments statement.

**Audit Opinion**

Besides a primary opinion on the financial statements, the audit report of the Society Accounts should include a separate paragraph commenting on the accuracy and propriety of expenditures shown in the Statements of expenditure and the extent to which the Donor/Agency can rely on IFRs as the basis for reimbursement.

**Time Period for Submission**

The audited financial statements along with quarterly audited UCs including the audit report should be sent to Tripura SACS within 6 (Six) weeks of quarter ending, as detailed in 'Operational Guidelines for Financial Management 2007'.

**18. Management Letter**

In addition to the audit reports, the auditor should prepare a "management letter" in which the auditor should:

- a. Give comments and observations, if any, on the accounting records, systems and controls that were examined during the course of the audit.
- b. Identify specific deficiencies and areas of weakness (if any) in systems and internal controls and make recommendations for their improvement including adequacy of control over peripheral units and NGOs, if required; where a sample of peripheral units are covered by the auditor, the observations, if any, on such units should be listed in an annexure.
- c. Comment on the adequacy of segregation of duties in the SACS.
- d. Report on the degree of compliance with the financial/ internal control procedures as documented in the financial manual of the project & NGO/CBO guidelines.
- e. Report any procurement which has not been carried out as per the procurement manual issued by NACO.

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- f. Communicate matters that have come to attention during the audit which might have a significant impact on the implementation of the society; and
- g. Bring to attention any other matter that the auditor considers pertinent.

The observations in the Management Letter must be accompanied by a suggested recommendation from the auditors and management comments on the observations/ recommendations from the Management.

### **19. General**

The auditor should be given access to all legal documents, correspondence, financial manual, procurement manual, NGO/CBO guidelines and notices from NACO and any other information associated with the project as deemed necessary by the auditor.

#### **Key Personnel**

The key personnel in the audit team, their minimum qualifications, and their anticipated inputs are indicated below:

- (i) The audit team should be led by a Chartered Accountant with a minimum of 5 (Five) years experience in audit.
- (ii) The audit team should include sufficient number of appropriate staff (Articles/Audit Clerks and other audit staff), commensurate with the size and scope of the assignment.
- (iii) The applicant Agency (bidder) should be a Registered Organization/Firm.
- (iv) The agency shall offer rate both in figure and words for the service as a package inclusive of all taxes.
- (v) The list and detail of person's along with reserved personal who are likely to be engaged should be submitted.
- (vi) The following self attested document should be submitted along with EOI-(i) PAN card (a) Copy of the registration certificate (b) Up to date Professional Tax Clearance Certificate. (c) Up to date GST with last Return. (d) Working Experience: minimum of 3 years experience in this background (public sector & private sector) with proof. Non Submission of any document as stated above will lead to cancellation of EOI.
- (vii) 18. The successful agency shall provide services within 15 (fifteen) days of issuing work order. The list and detail of person's along with reserved personal who are likely to be engaged should be submitted. No insurance charge is admissible.
- (viii) The whole process will be governed as per the 'Operational Guidelines for Financial Management', published by National AIDS Control Organization in September 2007.
- (ix) The successful agency/firm shall contain individual personal details, like name, address, educational qualification, nationality, age etc. The information furnished shall be supported by documentary evidence.
- (x) The EOI and capability will be assessed against evidence of skills and experience in providing accountancy services in the State.
- (xi) Tax/ Vat/ GST should be mentioned clearly and separately both in figures & in words. All taxes and VAT will be deducted as per norms.
- (xii) No claim for advance payment will be entertained. Payment will be made by Account Payee Cheque/ through RTGS/ PFMS on bill basis. No enhancement of rates within the contract period will be entertained.
- (xiii) The contract period shall be for 2 (two) year from the date of issue of Work Order initially which may be extended further based on performance.
- (xiv) The agency/firm shall deploy personal on all working days.
- (xv) Any kind of dispute or violence related to duty staff would not be entertained and should be replaced by new persons by the agency immediately.
- (xvi) The undersigned reserves the right to discontinue the services of the C.A. firm within 24 hours notice without assigning any reason.

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- (xvii) The Authority reserves the right to accept or reject any quotation without assigning any reason, whatsoever. The EOI may be accepted or rejected either in part or the whole.
- (xviii) The agency shall be responsible for conduct and performance of each personal deployed by it.
- (xix) Any settlement of legal dispute would have to be made at Agartala jurisdiction.
- (xx) Tender shall not be accepted for Agency/firm/Agency/bidder for which they have been blacklisted/banned/debarred either by Tender inviting authority of Govt. of Tripura or by any other State/Central Govt. and its procurement agencies.
- (xxi) The concerned Agency/firm/Agency/bidder which stands blacklisted/banned /debarred either by Tender inviting authority or Govt. of Tripura or by any other State/ Central Govt. and its procurement agencies on the date of bid submission shall not be eligible to participate in the tender.
- (xxii) The concerned Agency/firm/ /bidder against whom any criminal case is filed and pending in any court shall not be eligible to participate in the tender.
- (xxiii) The Tenders shall have to be typed written in English and in case of any overwriting or cutting, Correction shall have to be made by crossing out neatly. **The name and signature of bidder's authorized person shall have to be put on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency's letter pad.**
- (xxiv) Further work order should not be given to that Agency/firm/bidder as soon as declared as blacklisted within the validity period. The supply of Manpower order must be completed within 15(fifteen). A penalty @ 1% on the total value shall be charged for every week or part of week of delay beyond stipulated date of depute of Manpower. However, Relaxation will be entertained only in special circumstances (Natural Calamities, War or any other situation beyond human control). The entire Manpower will be supplied at a time.
- (xxv) Any default or breach of contract and non-execution of supply of Manpower shall lead to forfeiture of earnest money/security deposit of the successful Tenderers/authorized distributor beside to such action as may be considered appropriate by the Director of Health services including black listing / delisting the Tenderers for the future.
- (xxvi) In case the L1 bidder failed to provide Manpower within 15 days from the Award of contract then L2 bidder will be awarded automatically.
- (xxvii) The Director of Health Services, Government of Tripura, Agartala reserves the right to unilaterally terminate the contract or cancel the acceptance of the rate and firm at any time without notice before expiry of the period for which rates are now invited.

## **20. Security deposit and impose of other Taxes**

A. 5% of the total value of the tender have to deposited as Security Money in the form of Performance of the Bank Guaranty in favour of concerned authority (Director of Health Services, Agartala) by the L1 firm within 30 (thirty) days from the date of issue of letter by the department which will be issued to the L1 Bidder after uploading of financial evaluation sheet in the e procurement site. The Security Money will be released as per rules of DFPRT 2019

**B. Exemption of Relaxation of 5% security** money deposit against total value of the tender **will be given to** Govt. of India/State Government, Small & micro entrepreneurs and for Public Sector Undertaking (Central Govt. & State Govt.) subject to production of documents from appropriate authority.

21. Whole amount of security money will be liable to be forfeited to the Government in case of violation or breach of any of the terms of contract. The contract may be terminated by the Government at any time without previous notice and without showing any reason, whatsoever.

22. Income Tax / Other Tax shall be deducted from the bill as per guidelines of the Government, if applicable.

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23. Any enhancement of rate within the validity period of contract will not be considered except for imposition of any levy or increase in existing levy by the Government. Any undue request may lead to cancellation of the Order.
24. Payment to successful Tenderers shall be made on bill basis only after.
25. Price quoted for audit may be at any places of Tripura.
26. No insurance charge is admissible and successful Tenderers will be responsible for any breakage, damage and loss in transit on way to destination.
27. In case of legal dispute the jurisdiction will be the Tripura High Court, Agartala.
28. Before the last date of submission of tenders, the tender inviting authority preserves the right to modify any of the contents of the tender notice, tender documents by issuing amendment/addendum or in the shape minutes of pre-bid conference.
29. All future modification/corrigendum shall be made available in the e procurement portal([www.tripuratenders.gov.in](http://www.tripuratenders.gov.in)), So bidders are requested to get the update themselves from the e-procurement web portal only.
30. Any penal action imposed by the Government for breach of terms of contract shall be final and binding on the part of the Suppliers/tenderers.
31. Rate contract will be valid up to 3 year from the date of signing contract. If the performance of the supplier is satisfactory then the rate contract with the supplier may be extended for next additional 1 (one) year.
32. The basic rate and applicable GST amount shall be quoted separately in the BOQ.
33. When the tender includes invitation of rates for more than 1 item and such items are clearly divisible and distinguishable (i.e. as many tenders as items can be invited but to reduce burden of work, all items have been listed in one tender) and the tender notice clearly mentions that Parties shall be selected separately for each item on the basis of the lowest rate and other valid considerations as mentioned therein, the total amount to decide the competence of the authority shall be determined on the basis of the price for each item and not for all items in that tender clubbed together.
34. An undertaking of the bidder stating that they will execute full Manpower at a time will abide by the terms & conditions of NIT, if their quoted rate is approved.
35. The bidder shall bear all responsibilities and expenditures relating to insurance, transportation, custom clearance, loading, un-loading of the equipments till handing over the equipments to the hospital authority in complete working condition and commissioning (first patient treatment).
36. Any default or breach of contract and non-execution of supply shall lead to forfeiture of earnest money /security deposit of successful tenderer beside such action as may be considered appropriate by the Health & Family Welfare Department including black listing/delisting the tenders for future.
37. Any allegation made by any bidder/firm may be asked to justify his comments with documentary evidence; otherwise Department may initiate defamatory /legal action against the Bidder in case the Bidder/firm fails to submit documentary evidence against the allegation.
38. In case of legal dispute the jurisdiction will be the High Court of Tripura, Agartala.
39. The Health & Family Welfare Department, Govt. of Tripura is not bound to accept all bids.
40. The Department may at any time terminate the tender process without assigning any reason.
41. Submission of any documents beyond the need of DNIT should be avoided.

## **42. PREPARATION AND SUBMISSION OF TENDER ONLINE**

### **A . List of documents to be scanned in 100 dpi resolution into PDF and uploaded:-**

The following documents, as per standard format detailed in bid document, or as per standard dictated by Regulatory/ Statutory bodies, in addition to the documents required for Part A, Part B and Standard Evaluation Sheet for Evaluation of the Technical Bids of the External Auditors (CA Firms) and shall be

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scanned in 100 dpi resolution and uploaded along with the bid document as per requirement For each above mentioned document, the bidders shall scan in 100 dpi resolution into PDF and upload them as per the folder structure provided in his/her "My Document", which is available to all bidders after login his/her registration in the application <https://tripuratenders.gov.in>. This operation is expected to be completed, before commencement of actual bidding by the bidder.

Sl.No	Name of documents.
1.	Scan copy of ICAI Certificate as on 01.01.2020.
2.	Scan copy of details of the staff (e.g. name, address, qualification, post, designation etc
3.	Scan copy of Appointment letters from the auditee organization
4.	Scan copy of Balance sheet for the last three years
5.	Scan copy of valid GST certificate with last return
6.	PAN card.
7.	Annexure-A(Bidder details to be filled and uploaded)
8.	Annexure-B.( Stating information are correct to filled and uploaded).
9.	Annexure-C.(Criteria details to be filled and uploaded).
10.	Annexure- D.( Letter of Transmittal
11.	Annexure- E.( Bidder Profile)
13	Annexure- F.(Declaration)
14.	Annexure- G.(Black listed)
15.	Annexure- H.(Turnover Certificate)
16.	Annexure- I.(Communication details)
17.	Annexure-J(Check list)
18.	Valid GST certificate with last return i.e GSTR

**Other important documents:**

Sl. No.	Name of documents.
1	Self attested copy of PAN card.
2	DNIT.

For each above mentioned document, the bidders shall scan in **100 dpi resolution** into PDF and upload them.

**43. Financial Documents:-**

**A. Bill of Quantity (BOQ).**

**B. Last date / time for Submission of the Bids.**

1.1 Bids must be submitted not later than the date and time specified in DNIT.

1.2 Director of Health Services, Govt. of Tripura, Agartala may extend the dates for issue and receipt of Bids by issuing an amendment in which case all rights and obligations of the Director of Health Services, Govt. of Tripura and the bidders will remain same as previously.

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**1.3 Late Bids** - The e-Procurement application <https://tripuratenders.gov.in> will not allow any Bidder to attempt bidding, after the scheduled date and time prescribed in NIT.

### **C. Bid Opening**

The bid will be opened online by the designated bid openers at the office of the Directorate of Health Services, Agartala on behalf of the Director of Health Services, Tripura at the time, date and venue as specified in the bid documents. Bids shall be scrutinized in accordance with the conditions stipulated in the Bid document. In case of any discrepancy of non-adherence Conditions, the Bid accepting authority shall communicate the same which will be binding both on the bid Opening authority and the Bidder. In case of any ambiguity, the decision taken by the Bid Accepting Authority on bids shall be final.

### **D. Bid Evaluation & Comparison of Bids.**

All the statement, documents, certificates, demand draft/bank guarantee, etc., shall be submitted/uploaded by the bidder will be verified, for evaluation of bids. The clarifications, particulars, if any, required from the bidders, will be obtained by addressing the bidders.

Bids will be evaluated against the specified parameters / criteria same as in the case of conventional bids and the qualified bidders will be identified. The result of bids evaluation can be seen in the e-procurement application <https://tripuratenders.gov.in> by all the bidders who participated in the Bid.

### **Process to be Confidential.**

- E. Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to the Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced by the bid accepting authority. Any effort by a Bidder to influence the processing of Bids or award decisions may result in the rejection of his Bid.
- F. No Bidder shall contact any authority concerned with finalization of bids on any matter relating to the Bid from the time of the Bid opening to the time the Contract is awarded. If the Bidder wishes to bring additional information to the notice of the Deputy executive officer, should do so in writing.
- G. Before recommending / accepting the bid, the bid recommending / accepting authority shall verify the correctness of certificates submitted.

### **44. Corrupt or Fraudulent Practices**

**44.** The Director Of Health Services, Agartala requires that the bidders / suppliers / under all contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, DHS, Agartala:-

(a) Define for the purposes of the provision, the terms set forth below as follows:

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- (i) "Corrupt practices" means the offering, giving, receiving or soliciting of anything of value to influence the action of a official in procurement process or in contract execution: and
- (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish in Bid prices at artificial non-competitive levels and to deprive the Government of the benefits of free and open competition.
- (b) Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- (c) Will blacklist / or debar a firm, either indefinitely or for a stated period of time, if at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing a Government Contract.
- (d) Furthermore, Bidders shall be aware of the provisions stated in the General Conditions of Contract.
- 45.** In the event of tender being rejected the earnest money forwarded with such unaccepted tender shall thereupon be returned to the bidder making the same.
- 46.** The Officer inviting tenders shall have the right of rejecting all or any of the tenders and will not be bound to lowest tender

**Annexure-A**

SL	Narrations:		
	<b>Status of the Firm:-</b>	<b>Partnership</b>	<b>Sole proprietorship</b>
1a.	Name of the firm (in Capital Letters)		
1b	Address of the Head Office along with e – mail id/ contact numbers, both landlines and mobiles		
1c	PAN Card no. of the Firm		
2a	ICAI Registration No		
2b	Region Name		
2c	Region Code No		
3	Empanelment number with C & AG		
4a	Date of the constitution of the firm		
4b	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> January:		
Sl.	Continuous association with the Firm	Number of FCA	Number of the ACA
(a)	Less than one year		
(b)	1 year or more but less than 5 year		
(c)	5 years or more but less than 10 years		
(d)	15 years or more.		
Note	Please attach a copy of the Firm's Constitution Certificate issued by ICAI as on .....		

**CONTRACTOR/BIDDER.**

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6	Number of Part time Partners if any, as on 1 <sup>st</sup> January,	
7	Number of the Full time Chartered Accountant as on 1 <sup>st</sup> January	
8	Number of the Audit staff employed full- time with the firm	
8a	Articles/Audit Clerks	
8b	Other audit Staff (with knowledge of book Keeping and accountancy)	
8c	Other Professional Staff (Please specify)	
	<i>(list to be attached for Sl. No. 5 to 8)</i>	
9	Number of Branches if any (please mention Places & Locations with full addresses)	
10	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.	Yes/No
11	Whether the firm is implementing quality control Policies and procedures designed to ensure that all audit are conducted in accordance with Statements on Standard Auditing Practices. (If yes, a brief note on the procedure adopted is to be enclosed)	Yes/No
12	Are there are any Court / arbitration Legal cases against the firm	
13	Fees earned by the Firm for the last 5 years	
	Type of Audit	PSU/ Autonomous Body
		Companies in Private Sector
		Bank

Supporting Documents for Eligibility Criteria: Following supporting documents must be uploaded by the firm along it.

- The firm must upload a scan copy of Certificate of ICA as on 01.01.2020.
- The firm must give details of the staff (e.g name, address, qualification, post, designation etc).
- The firm must upload a copy of the appointment letters from the auditee organizations.
- The firm must upload a copy of the balance sheet for the last three years and copy of the GST.

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**Annexure-B****Undertaking**

I/we the sole proprietor / partners of M/S .....Chartered Accountants do hereby jointly and severally verify and declare:-

- 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 latter found not correct or false had been suppression of material information, the firm would not only stand disqualified from the allotment, but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
- That the firm proprietor or partners have not been debarred or cautioned by / ICAI during the last five year (if cautioned give details);
- That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be a practice under Section 2(2) of the Chartered Accountants Act, 1949
- That the constitution of the firm as on 1<sup>st</sup> January of the relevant year shown in the Expression of Interest is the same as that in the Constitution certificate issued by the ICAI

Sl.	Name of the partner / Sole Proprietor	Membership registration number	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

Enclosed: Number of pages:

For each above mentioned document, the bidders shall scan in **100 dpi resolution** into PDF and upload them as per the folder structure provided in his/her “**My Document**”, which is available to all bidders after login his/her registration in the application <https://tripuratenders.gov.in>. **This operation is expected to be completed, before commencement of actual bidding by the bidder.**

**CONTRACTOR/BIDDER.**

**Director of Health Services  
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## Annexure-C

	Criteria	Remarks	Max. Marks	Marks Obtained
1.	<b>No. of partners:</b> FCA/ACA		10	
2.	<b>Years of experience:</b> Partner A + Partner B + Partner C + Partner D + .....		10	
3.	<b>Years of Partners association with the firm:</b> Partner A + Partner B + Partner C + Partner D + .....		10	
4.	<b>No. of Staff:</b>			
	i. Qualified		10	
	ii. Semi Qualified		5	
	iii. Others		5	
5.	<b>Nature of experience:</b> (giving turnover/project cost/ years of experience of the entities/projects audited)			
	i. Health sector audit		20	
	ii. Govt. social sector		5	
	iii. Other social sector		5	
6.	<b>No. of Branches</b>		10	
7.	<b>Total turnover of the firm in last three years</b>		10	
	<b>Total</b>		<b>100</b>	
<p>Note: 1. In the Invitation Letter, CA Firms will be asked to give details of all these criteria while applying.</p> <p>2. CA firms will also provide their latest <b>Certificate of Firm Constitution</b> as on 1<sup>st</sup> January of the current year issued by ICAI and their <b>latest Income Tax Return</b> duly acknowledged by IT Department. Firms not able to provide these two documents will not be considered.</p> <p>3. Each member of the evaluation committee will fill up this form separately.</p> <p>4. Total marks given by all the members will be totalled and the Audit work will be awarded to the firm obtaining maximum marks.</p>				
Name of the Member:		Signature with date:		

**Financial Documents:-****A. BOQ****CONTRACTOR/BIDDER.****Director of Health Services  
Govt. of Tripura, Agartala**

**Annexure-D****Letter of Transmittal**

To,  
The Director of Health Services,  
Government of Tripura,  
Agartala, Tripura (West)

Sir,

We, the undersigned, offer to provide the services for Quarterly Internal Audit of Peripheral Units and NGOs under Tripura State AIDS Control Society w.e.f. the financial year 2020-2021 and onwards, in accordance with your EOI dated *[Insert Date]*. We are hereby submitting our Proposal, having details about the firm and proposed audit fees.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

**We understand that Tripura State AIDS Control Society is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.**

I confirm that I have authority of *[Insert Name of the C.A. Firm]* to submit the proposal and to negotiate on its behalf.

Yours faithfully

**Annexure-E****Bidder Profile**

1	GENERAL INFORMATION ABOUT THE BIDDER			
	Name of the Bidder			
	Registered address of the firm			
	State		District	

**CONTRACTOR/BIDDER.**

**Director of Health Services  
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	Telephone No.		Fax	
	Email		Website	
2	<b>Contact Person Details</b>			
	Name		Designation	
	Telephone No.		Mobile No.	
3	<b>Communication Address</b>			
	Address			
	State		District	
	Telephone No.		Fax	
	Email		Website	
4	<b>Type of the Firm (Please tick the relevant box)</b>			
	Private Ltd.		Public Ltd.	
	Partnership		Society	
	Registration No. & Date of Registration			
5	<b>Nature of Business (Please tick the relevant box)</b>			
	Manufacturer			
6	<b>Key personnel Details (Chairman, CEO, Directors, Managing Partners etc.)</b>			
	In case of Directors, DIN Nos. are required			
	Name		Designation	
7	Whether any criminal case was registered against the company or any of its promoters in the past?			Yes/ No
8	Other relevant information			

CONTRACTOR/BIDDER.

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9	Pl. mention whether Registered under GST: .....  Furnish the copy of the Sales Tax registration certificate
10	PAN:  Furnish the copy of the PAN
11	Registration certificate/ Certificate of Incorporation of the firm (uploaded copy)
12	Bank Details of the Bidder: The bidders have to furnish the Bank Details as mentioned below for return of EMD / Payment fir supply if any (if selected)  a. Name of the Bank  b. Name of the Account & Full address of the Branch concerned  c. Account no. of the bidder  d. IFS Code of the Bank

**CONTRACTOR/BIDDER.****Director of Health Services  
Govt. of Tripura, Agartala**

**ANNEXURE- F****DECLARATION FORM**

I / We .....having my /  
our.....office at.....  
.....do declare that I / We have carefully read all the terms &  
conditions of tender of the tender of .....under Director of Health Services, Govt. of  
Tripura for the supply of ..... The approved rate will remain valid for a period  
of 2 year from the date of approval. I will abide with all the terms & conditions set forth in the tender  
paper Reference no. ....

I/We do hereby declare I/We have not been convicted by any court of Law nor I/We are derecognized  
/black listed by any State Govt. /Union Territory/ Govt. of India/Govt. organization/Govt. Health  
Institutions for supply of Not of Standard Quality (NSQ) items/part-supply/non-supply. I/We agree  
that the Tender Inviting Authority can forfeit the Earnest Money Deposit and or Security Deposit and  
blacklist me/us for a period of 3 years, if any information furnished by us proved to be false at the  
time of inspection/verification and not complying with the Tender terms & conditions.

I/We further declare that I/We possess valid manufacturing license/ authorized distributor/trader  
license bearing no. ....Valid  
upto.....

I/We  
.....do hereby declare  
that I / we will supply Manpower..... as per the terms, conditions &  
specifications of the tender document

**Signature of the Bidder.**  
**(With Seal)**

**CONTRACTOR/BIDDER.**

**Director of Health Services**  
**Govt. of Tripura, Agartala**

## ANNEXURE-G

**UNDERTAKING OF THE BIDDER.**

- 1) I/WE have not been black listed in any department in Tripura or in any department of the Government of India, due to any reasons.
- 2) I/WE have not been demoted to the next lower category for not filing the bids after buying the bid schedules in a whole year and my/our registration has not been cancelled for a similar default in two consecutive years.
- 3) I/WE agree to disqualify me/us for any wrong declaration in respect of the above and to summarily reject my/our bid.

**Address of the Bidder:**

**Phone No.:**

**Fax No:-**

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**Note:** *If an individual makes the bid, it shall be digitally signed by him/her and the undertaking shall also be signed with his/her full name and his/her address. If a firm makes the bid, a member of the firm shall digitally sign it and the undertaking shall be signed with the co-partnership name by the same member of the firm, who shall also sign his/her own name, and the name and address of each member of the firm shall be given. If the bid is made by a corporation, it shall be digitally signed by a duly authorized officer and the undertaking shall also be signed by the same duly authorized officer who shall produce with his/her bid satisfactory evidence of his/her authorization. Such corporation submitting bids may be required to furnish evidence of its corporate existence, before the contract is executed.*

**CONTRACTOR/BIDDER.**

**Director of Health Services  
Govt. of Tripura, Agartala**

**ANNEXURE – H****TOTAL TURNOVER CERTIFICATE**

To  
 The Director of Health Services  
 Govt. of Tripura, Agartala  
 P.N. Complex, Gurkhabasti  
 Pin no-799006

We hereby certify that M/s \_\_\_\_\_ (the name of participant in the tender) who is participating in the tender for engagement of CAG empanelled Chartered Accountant firms (C. A. firm) for Quarterly Internal Audit of Peripheral Units and NGOs under Tripura SACS for the financial year 2020-21 and for a period of three years, called by Director of Health Services, Govt. of Tripura, Agartala, having office at \_\_\_\_\_ (Address of office) has a sales turnover given as below :-

- (a) Turnover in the year of 2017-2018. Rs.:-
- (b) Turnover in the year of 2018-2019. Rs.:-
- (c) Turnover in the year of 2019-2020. Rs.:-

The above information is correct and true.

SIGNATURE OF CHARTERED ACCOUNTANT

**NOTE:-** The turnover of other than participant will not be accepted.

**Annexure-I**

**Bidder Profile**

1	<b>GENERAL INFORMATION ABOUT THE BIDDER</b>			
	Name of the Bidder			
	Registered address of the firm			
	State		District	
	Telephone No.		Fax	
	Email		Website	

**CONTRACTOR/BIDDER.**

**Director of Health Services  
 Govt. of Tripura, Agartala**

2	<b>Contact Person Details</b>					
	Name		Designation			
	Telephone No.		Mobile No.			
3	<b>Communication Address</b>					
	Address					
	State		District			
	Telephone No.		Fax			
	Email		Website			
4	<b>Type of the Firm (Please tick the relevant box)</b>					
	Private Ltd.		Public Ltd.		Proprietorship	
	Partnership		Society		Others, specify	
	Registration No. & Date of Registration					
5	<b>Nature of Business (Please tick the relevant box)</b>					
	Manufacturer					
6	<b>Key personnel Details (Chairman, CEO, Directors, Managing Partners etc.)</b>					
	In case of Directors the name are required					
	Name		Designation			
7	Whether any criminal case was registered against the company or any of its promoters in the past?				Yes/ No	
8	Other relevant information					
9	Pl. mention whether Registered under GST: .....					
	Furnish the copy of the GST along with the return .					
10	PAN: Furnish the copy of the PAN					
11	Registration certificate/ Certificate of Incorporation of the firm (uploaded copy)					
12	Bank Details of the Bidder: The bidders have to furnish the Bank Details as mentioned below for return of EMD / Payment fir supply if any (if selected)					

**CONTRACTOR/BIDDER.****Director of Health Services  
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	<p>a. Name of the Bank</p> <p>b. Name of the Account &amp; Full address of the Branch concerned</p> <p>c. Account no. of the bidder</p> <p>d. IFS Code of the Bank</p>
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Annexure-J

**CHECK LIST TO ACCOMPANY THE BID**

SL.	Description	Submitted	
1	2	3	
2	Scan copy of ICAI Certificate as on 01.01.2020.	Yes/No	
3	Scan copy of details of the staff (e.g. name, address, qualification, post, designation etc	Yes / No	
4	Scan copy of Appointment letters from the auditee organization	Yes / No	
5	Scan copy of Balance sheet for the last three years	Yes / No	
6	Scan copy of valid GST certificate with last return	Yes / No	
7	PAN card.	Yes / No	
8	Bidder profile.	Yes / No	
9	Annexure-A.(Details of the Firm).	Yes / No	
10	Annexure-B(	Yes / No	
11	Valid GST registration certificate with last return.	Yes / No	
12	PAN card	Yes / No	
13	Signed DNIT	Yes / No	

**Signature of the Bidder.**  
(With Seal)

**CONTRACTOR/BIDDER.**

**Director of Health Services**  
**Govt. of Tripura, Agartala**