

**GOVERNMENT OF TRIPURA
OFFICE OF THE MISSION DIRECTOR
STATE MISSION MANAGEMENT UNIT
TRIPURA URBAN LIVELIHOODS MISSION (TULM)
URBAN DEVELOPMENT DEPARTMENT
IEI BUILDING, GURKHABASTI, AGARTALA, TRIPURA**

Phone: 0381-2310005 Email: tulm-tripura@tripura.gov.in

Notice Inviting Quotation (NIQ)

Tripura Urban Livelihoods Mission Society (TULM) invites **sealed quotations** from bonafide Chartered Accountant firms **empaneled with the Comptroller and Auditor General of India** (<https://www.care.cag.gov.in/policy/EmpStat.aspx>) and **having registered offices in Agartala, Tripura**, for auditing the annual accounts and records of TULM for the financial years **2023-24 and 2024-25**.

Quotations shall be received up to **03:00 P.M on 22/05/2025** in the office of the Mission Director, TULM, Gurkhabasti, Agartala.

Technical and Financial Bids will be opened on the same day at **04:00 P.M**, if possible, in the presence of the bidders or their authorized representatives. The formats for submission are enclosed as **Annexure-I and Annexure-II**.

Terms & conditions:

1. **Four sets of audit reports** shall be submitted by the selected CA firm for each financial year.
2. The firm must issue certificates for **non-embezzlement and non-diversion of funds** based on audit findings.
3. Audit will cover:
 - o **SMMU, Gurkhabasti, Agartala, and**
 - o **20 Urban Local Bodies (ULBs)** (Annexure-II).
4. **Minimum audit fee:** ₹1,50,000/- (including TA/DA and other expenses, excluding GST), as per ICAI Guidelines No. 1-CA(7)/03/2016 dated 07/04/2016.
5. Quoted fees must be **inclusive of all taxes**; no rate revision during the contract period.
6. CA firm must have an **average annual turnover of ₹15 lakhs or more** for the last three years (2022-23, 2023-24, 2024-25). Attach self-attested Balance Sheets.
7. Rates must be quoted **in both figures and words**.
8. Mandatory documents to attach:
 - o CAG empanelment certificate (self-attested)
 - o ICAI registration number
 - o PAN and GST registration certificate
 - o List of major audits in the last 3 years
9. Audit must be completed **within 2 months** of receiving the work order.
10. **Applicable taxes** will be deducted at source.

11. Contract is for FY 2023-2025 and may be extended annually up to 3 more years, subject to satisfactory performance and continued CAG empanelment.
12. Quotations received late or incomplete will be rejected.
13. In case of a tie in rates, **technical credentials** (experience in statutory/Govt/PSU audits) will decide selection.
14. The undersigned reserves the **right to accept or reject** any or all quotations without assigning any reason.
15. All disputes are subject to the **jurisdiction of Agartala** only.

Yours Faithfully

**Signed by Subrata
Majumder**

Date: 28-04-2025 13:55:02

**Subrata Majumder, TCS
Addl. Mission Director, TULM**

Copy to:

1. The Director, of Information & Technology a request to arrange to display the notice on the website of Tripura State Portal and Tripura Urban Livelihood Mission (www.tulm.tripura.gov.in).
2. The Director, Information and Cultural Affairs with a request to publish the Abridge notice in leading local dailies.
3. MD, TULM for kind information.
4. The Accounts Section, SMMU, TULM for information.
5. Notice Board, SMMU, TULM, Agartala.

Annexure-1

:DETAILS OF CA FIRM:

Sl No	Particulars	Details
A.	Name of the CA Firm	
B.	Official address of the firm with complete contact details	
(i)	Telephone No:	
(ii)	Mobile No:	
(iii)	Email Address:	
C.	Whether the firm is registered with ICAI, if so given registration no.	
D.	PAN card (Copy Enclosed)	
E.	GST Registration Certificate (Copy Enclosed)	
F.	List of Major Audit carried out during the last three financial years (Copy Enclosed)	
G.	Whether the firm is/was implicated or convicted by any court of law or by any other authority.	
H.	Whether any adverse order has been passed against the firm by any regulatory authority.	
I.	Whether investigation by the regulatory authority is/are pending against the firm	
J.	Whether the CA firm has ever been barred from appointment by any Govt and/or Semi Govt. entities.	

Declaration: I do hereby declare that all the information given above is true to the best of my knowledge and belief.

Name of the CA Firm :
 Membership No:
 Name of the CA:
 Signature & Date :

Annexure-II**QUOTATION FOR ENGAGEMENT OF CA FIRM BY THE TRIPURA URBAN LIVELIHOODS MISSION FOR THE FY 2024-25.**

The professional fees (including TA/DA and all other expenses excluding GST as per applicable rate) for conducting the audit 2023-24 and 2024-25 in the following format:

Sl No	Units	Amount (Rs.) (Incl. of all Taxes)
A.	State Mission Management Unit (SMMU)	
B.	20 City Mission Management Unit (CMMU) Agartala Municipal Corporation, Jirania Nagar Panchayat, Ranirbazar Municipal Council, Mohanpur Municipal Council, Khowai Municipal Council, Teliamura Municipal Council, Ambassa Municipal Council, Kamalpur Nagar Panchayat, Kailashahar Municipal Council, Kumarghat Municipal Council, Dharmanagar Municipal Council, Panisagar Nagar Panchayat, Udaipur Municipal Council, Amarpur Nagar Panchayat, Bishalghar Municipal Council, Melaghar Municipal Council, Sonamura Nagar Panchayat, Sabroom Nagar Panchayat, Santirbazar Municipal Council and Belonia Municipal Council.	
Total (A +B)		

Name of the CA Firm :

Membership No :

Name of the CA:

Signature & Date :