EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR COMPilation OF ACCOUNTS OF TTDC LTD, SWETMAHAL, PALACE COMPOUND, AGARTALA, WEST TRIPURA FOR THE FINANCIAL YEAR 2018-19

Sealed quotations are invited from the Chartered Accountant Firms at Agartala for compilation of Accounts of TTDC Ltd, Swetmahal, Palace Compound, Agartala, West Tripura for the financial year 2018-19. The engagement of Chartered Accounts Firms shall be made through two bid systems i.e. (Technical & Financial) Separately. Only the Technically qualified Chartered Accountants Firms shall be allowed to Financial Bid.

1. Last date of receipt of Tender paper: - 09th September, 2019 upto 02.00 PM.
2. Opening of tender paper: - 09th September, 2019 at 04.00 PM, if possible.

Detailed terms & conditions along with Tender Paper will be available in TIDC Ltd website i.e. www.tripuratourism.gov.in

Sd/-
Managing Director
TTDC Ltd
Terms of Reference for Appointing of a Chartered Accountant Firm for compilation of accounts of TTDC Ltd for the financial year 2018-2019

SCOPE OF WORK:-

Detailed activities of the services mentioned in Scope of Work are as follows:-

a) 100% checking of vouchers, cash book, General Ledger, Rent Ledger, Loan Ledger & other registers etc.
b) Reconciliation of all Bank Accounts and Bank Ledgers.
c) Preparation of Depreciation schedule as per companies Act, 2013 and as per Income Tax Act, 1961.
d) Ensure all financial transactions are recorded in Cash Book and reflected in Pass Book and any deviation is to be reported to the authority immediately.
e) Ensure correctness of accounts and suggest necessary action points, if any for rectification of same.
f) Prepare the Trial balance and Annual Financial Statements (i.e. Profit & Loss A/c and Balance Sheet), cash flow statement, notes on accounts and significant accounting policies of TTDC Ltd. as per companies Act 2013.
g) After completion of the assigned work, the CA Firm shall mandatorily give the compilation report.

1. TIME PERIOD OF ENGAGEMENT:-

The selected Chartered Accountant Firm will act as Compiler of accounts for one Accounting Year i.e 2018-19 which may be renewed for another two years on satisfactory completion of the assigned work. But the same Chartered Accountant Firm shall not be engaged for consecutive second term i.e. beyond three years. TTDC Ltd, reserves the right to discontinue the services of the Chartered Accountant Firm at any time during the period by serving one week notice.
TIME SCHEDULE:-

The selected firm should submit the compilation report for the Financial Year 2018-19 within 15 working days from the date of engagement.

REPORTING

The Firm shall submit the compilation Report of 2018-19 to the Managing Director, TTDC Ltd.

GENERAL

The Firm shall be given access to all information relevant for the purpose of conducting the compilation. This would normally include Books of Accounts, all documents, correspondence and other information associated with TTDC Ltd during the year 2018-19.
2. QUALIFICATION CRITERIA OF THE CA FIRM:-

The bids of only those firms will be considered, which satisfy the following eligibility criteria:

- The firm must have registered office in Agartala and all the communication to the firm will be made to that office address only.

- Registered with The Institute of Chartered Accounts of India (ICAI) and have Income Tax Permanent Account Number (PAN) and GST Registration.

- Have minimum 5 years of experience after its registration.

- Have at least 3 years of experience in compilation of Accounts.

- Submit relevant documents duly attested by authorized signatory in support of the eligibility criteria given above.

3. PAYMENT TERMS: -

The payment against the services provided by the firm is subject to the following terms and conditions:

a. The price quoted by the firms, should be valid for the entire contract period. Payment shall be made at agreed rates. No price variation would be allowed during the contract period. 10% increase in rate yearly, if engaged for subsequent years shall be applicable.

b. GST will be paid at prescribed rate.

c. TDS will be deducted as per Income Tax Act/Rule.
4. SUBMISSION OF EOI

i. **Annexure -A** duly filled Qualification-cum-Technical Bid along with all supporting document duly signed with seal of the authorized Partner of Firm should be submitted in one sealed envelope supercribed as –“TECHENICAL BID”.

ii. **Annexure-B** duly filled Financial Bid should be submitted in a separate sealed cover supercribed as “FINANCIAL BID”.

iii. The above two envelopes containing Annexure-A and Annexure-B should be placed in One Covering Envelope and sealed supercribed as “EXPRESSION OF INTEREST FOR COMPILATION OF ACCOUNTS OF TTDC LTD FOR THE F.Y. 2018-2019”.

iv. The technical bid should not contain any indication of price offered; else the entire bid will be rejected.

v. The tender paper should reach the following address latest by 02.00PM on 09.09.2019 to the Managing Director, TTDC Ltd., Swetmahal, Palace Compound Agartala, West Tripura, Pin-799001. Tender paper received after the due date and time shall be rejected.

vi. Date & Time of opening of bid is 09.09.2018 at 4.00PM, if possible. The interested bidders or their authorized representatives are requested to remain present at the time of opening bid.

vii. The authority reserves the right to accept or reject any or all the offers received or cancel the bidding process at any stage prior to award of contract and without assigning any reason therof.

5. EVALUATION OF TECHNICAL BIDS

i. The Technical Bid received by TTDC Ltd and those meeting the above criteria, will be considered.

ii. After the selection in Technical Bid, the Financial Bid will be opened in the presence of the representative of the firm.

iii. The CA Firm quoting lowest rate shall be considered for selection as the compiler of accounts of TTDC Ltd for the financial year 2018-19.
ANNEXURE-A
QUALIFICATION-CUM-TECHNICAL BID
[TO BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTINGS AS INDICATED]

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Particulars</th>
<th>Firm’s Strength and Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chartered Accountant Firm</td>
<td>Name &amp; Address of Firm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Name and address of the Authorized Partner(s)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Telephone STD Code</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mobile No(s):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email Id:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Submit copy of supporting document regarding address)</td>
</tr>
<tr>
<td>2</td>
<td>Qualification Criteria</td>
<td></td>
</tr>
<tr>
<td>a)</td>
<td>The CA Firm should be registered with the Institute of Chartered Accounts of India (ICAI) for minimum 05 years.</td>
<td>Mention Registration number and Date of Registration (Submit copies of the registration certificates)</td>
</tr>
<tr>
<td>b)</td>
<td>Permanent account number (PAN) under Income Tax and registration Number under GST.</td>
<td>PAN &amp; GST No. of the CA Firm (Submit Copy)</td>
</tr>
<tr>
<td>c)</td>
<td>Average Gross Professional Fee received/earned by the CA Firm for the last 3(three) years.</td>
<td>Provide copies the Audited Financial Statements of last three years &amp; IT Return.</td>
</tr>
</tbody>
</table>
d | The Firms should have at least 3 years experience. | (Attach copy of Works Orders as evidence)
---|---|---

| e | Details of partnership Firm, if applicable | No of Partners:-
|---|---|---
|   |   | Nos.(in figure)
|   |   | .............................................................
|   |   | ..............
|   |   | Nos.(in words)
|   |   | .............................................................
|   |   | ..............

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

Signature of the CA Firm:

Date:

Place:
ANNEXURE-B

FINANCIAL BID*

(To be filled in by bidder)

PRICE QUOTATION FORMAT

Name of the FIRM_________________________________________

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Name of the Work</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>01</td>
<td>Compilation fees</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add: GST @18%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

(Rupees only)

*The above quoted fee is inclusive of Professional Fee, Taxes and Cost of manpower i.e. Travelling, lodging and food etc.]

We are agreed to all the tender conditions and payment terms and the fee quoted above by the Firm will not change during the contract period.

Signature of the CA Firm

Date: [3/9/2019]

Place: