

**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 Livelihood Mission Society (TULM) invites **sealed quotations** from bonafid Chartered Accountant firms **empanelled 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 and 20 ULB for the **financial years 2023-24 and 2024-25**.

Quotations will be received in the SMMU, TULM (physically) from 14/08/2025 10:00 am to 03/09/2025 03:00 pm in the office of the Tripura Urban Livelihood Mission (TULM), Gurkhabasti, Agartala.

Technical Bids will be opened on 03/09/2025 at **4:00 pm** if possible, in the presence of the bidders or their authorized representatives. The formats for submission are enclosed as **Annexure-I**.

Financial Bids will be open after Evaluation of Technical BID

Terms & conditions:

Interested bidders will bid in two separate envelopes for Technical & Financial bids. Financial bids will be opened after technical evaluation of Technical Bids and of technically qualified bidders who will fulfilled the asked technical criteria mentioned in **Annexure-I**. Of this NIQ.

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. CA firm must have an **average annual turnover of ₹15 lakhs or more** for the last three years (2021-22, 2022-23 & 2023-24). Attach self- attested Balance Sheets.
4. **Experience in Auditing of Livelihood Mission of any Department will be given preference.**
5. **Mandatory Documents to Attach:**
 - a. Self-attested CAG empanelment certificate for FY 2024-25.
 - b. ICAI Registration Certificate.
 - c. PAN and GST Registration Certificates.
 - d. List of major audits conducted during the last 3 financial years
6. Audit will cover:

**SMMU, Gurkhabasti, Agartala, and
20 CMMU/Urban Local Bodies (ULBs) of Tripura.**

7. **Minimum audit fee for SMMU office & 20 ULBs of Tripura: ₹1,50,000/- per year** (including TA/DA and other expenses, excluding GST), as per ICAI Guidelines No. 1-CA(7)/03/2016 dated 07/04/2016. Is hereby offered for auditing of annual accounts & records of TULM for the FY 2023-24 and 2024-25 of SMMU and all ULBs as mentioned. Any quote below this amount will result in disqualification.
8. Quoted fees must be **inclusive of all type of taxes** (which should be shown separately); no rate revision will be accepted during the Audit. Rates must be quoted **in both figures and words**.
9. Audit must be completed **within 2 months** of receiving the work order.
10. Applicable taxes shall be deducted at source as per prevailing rules.
11. The contract shall initially cover FY 2023-24 and 2024-25 and may be extended annually for up to **three (3) additional years**, subject to:
 - i. Satisfactory performance.
 - ii. Continued CAG empanelment of the firm.
 - iii. The work order may be extended further with consent from both the parties.
12. Quotations received late or incomplete will be summarily rejected.
13. The undersigned reserves the **right to accept or reject** any or all quotations without assigning any reason.
14. Bidders must declare the specific number of days required to complete the audit from the date of issuance of the work order.
15. In case of tie in rates, technical credentials (experience in statutory/PSU/Govt audits & firm having more partners, more branches and head office in the State of Tripura) will decide selection.
16. All disputes arising out of this NIQ shall fall under the jurisdiction of Agartala courts only.

Yours faithfully,

Signed by

Tarit Kanti Chakma

State Mission Director

Tripura Urban Livelihoods Mission (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 Society (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. Addl. MD, TULM for information.
4. The Accounts Section, SMMU, TULM for information.
5. Notice Board, SMMU, TULM, Agartala.

Annexure-1**:DETAILS OF CA FIRM:**

SI 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.	Head office address	
E.	Branch office address	
F.	PAN card (Copy Enclosed)	
G.	GST Registration Certificate (Copy Enclosed)	
H.	List of Major Audit carried out during the last three financial years (Copy Enclosed)	
I.	Whether the firm is/was implicated or convicted by any court of law or by any other authority.	
J.	Whether any adverse order has been passed against the firm by any regulatory authority.	
K.	Whether investigation by the regulatory authority is/are pending against the firm	
L.	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 LIVELIHOOD MISSION SOCIETY FOR THE FY 2023-24 and 2024-25.

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

SI No	Units	Rate (in Rs.) Per year
A.	State Mission Management Unit (SMMU)	
B.	Rate for 20 City Mission Management Unit (CMMU)/ Urban Local Bodies of Tripura	
C.	Tax	
Total (A +B+C)		

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