



OFFICE OF THE STATE MISSION DIRECTOR
RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN

RMSA RAJYA MISSION, TRIPURA
(DIRECTORATE OF SECONDARY EDUCATION)
GOVT. OF TRIPURA

Old Shishu Bihar H.S. School Complex,
Agartala, Tripura(West), PIN - 799001
Telephone / Fax: +91-381-2300073, e-mail: rmsatripura@gmail.com

No.F.19(72)-SE/RMSA/15(L-1)

Dt 18-05-2017

NOTICE FOR INVITING TENDER.

Sealed Tenders are invited from empanelled Chartered Accountant (CA) Firm for Preparation of annual accounts maintained at State office & district offices of Integrated Rashtriya Madhyamik Shiksha Abhiyan, Rajya Mission of Tripura State for the Year 2016-17.

The last date for submission of tender at RMSA Rajya Mission, Old Sishu Bihar School Complex on **01-06-2017 at 3pm**. The tender document may be downloaded from the website: www.schooleducation.tripura.gov.in OR **may be collected from the office of RMSA Rajya Mission.**


(U.K.Chakma) 18.5.17

**State Mission Director, RMSA
Director of Secondary Education
Govt. of Tripura.**



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RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN, RAJYA MISSION.

STATE- TRIPURA

TENDER DOCUMENT

FOR

PREPARATION OF ANNUAL ACCOUNTS 2016-17

IN

**INTEGRATED RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN, RAJYA MISSION &
MODEL SCHOOL.**

TRIPURA STATE



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NOTICE FOR INVITING TENDER.

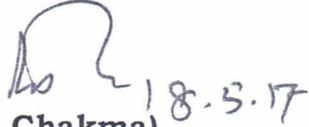
Appointment of a Statutory Auditor for preparation of Annual accounts of INTEGRATED RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN, RAJYA MISSION, TRIPURA STATE State Office as well as District office for the Financial Year 2016-17.

Sealed Tenders are invited from empanelled Chartered Accountant (CA) Firm for **preparation of annual accounts maintained** at State office & district offices of RMSA of Tripura State for the Year 2016-17.

The interested CA firms may submit their tender in the prescribed proforma which includes (i) Notice Inviting tender (ii) Eligibility Criteria (iii) Terms & Conditions (iv) Technical bid (Experience & Capability Criteria) (v) Financial bid (Professional bid). The tender document may be downloaded from the website: www.schooleducation.tripura.gov.in or collect from **RMSA State Office**.

The sealed tender may be submitted in one big envelop superscripting "**Preparation of Annual Accounts of Integrated Rashtriya Madhyamik Shiksha Abhiyan, Tripura State**" containing two separately sealed small envelopes, one for "**Technical bid**" and another for "**Financial Bid**" superscripting as such and addressed to **The State Mission Director, Rashtriya Madhyamik Shiksha Abhiyan, Old Shishu Bihar School Complex, Agartala, West Tripura, 799001**. The sealed tender must be dropped in the tender box on or before **01-06-2017 at 3pm**. The technical & financial bid will be opened on the next date i.e **02-06-2017 at 12 pm** in the Chamber of **State Mission Director, RMSA**.

The technical bid envelop must contain the technical bid format in prescribed proforma as per **Annexure-A** along with a **Earnest Money Deposit (EMD)** of **Rs.5,000/- (Rupees Five Thousand)** only in favour of **State Mission Director, RMSA, Rajya Mission payable at Agartala** with all relevant documents in support of eligibility and experience criteria. The financial bid envelop shall include the professional fees for all services including expenses of travelling & boarding/lodging etc of audit staff for carrying out the Statutory Audit services at state and district offices.


(U.K.Chakma)

State Mission Director, RMSA
Director of Secondary Education
Govt. of Tripura.



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ELIGIBILITY CRITERIA:

The interested CA Firms are advised to read and understand the eligibility criteria mentioned here under before submitting their tender:

1. The CA firm will require to provide their latest certificate of firm constitution from ICAI.
2. The CA firm should have to be empanelled with C&AG office (Copy of self attested empanelment certificate is required to be submitted for the year 2016-17)
3. The CA firm should have its head office in the state of Tripura.
4. The CA firm will require to submit latest Income tax and service tax return dully acknowledged by the concern authority.
5. The CA firm should have at least 04 years experience in audit and preparation of accounts of autonomous bodies/Statutory bodies/ PSUs/ Government organization (Copy of self attested relevant experience certificate is required to be submitted)
6. The annual turnover of the interested CA firm should not be less than Rs.30.00 lakh in each of the last three financial years i.e. 2013-14, 2014-15 & 2015-16 (Copies of Audited Balance sheet & Profit & Loss a/c to be provided)
7. The firm should have valid registration no, PAN no & Service tax Registration no (Copy of self attested is required to be submitted).
8. The bidder who submit technical & Financial bid earlier must be submit again with technical & financial bid.



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Terms & Condition:

1. Each page of tender documents is required to be signed by the Chartered Accountant. The supporting documents/certificates are also be signed by the Chartered Accountant.
2. Tenders without Earnest Money Deposit (EMD) will be instantly rejected. The Earnest Money Deposit of the unsuccessful tenderers will be refunded without interest after observing formalities.
3. The Earnest Money Deposit (EMD) of successful bidder will be converted in to Security Deposit amount for the contract and will be refunded on the request of the bidder after completion of the work. No interest will be paid on the security deposit.
4. No earnest money is required for earlier bidder if the date demand draft has not been expired. If the date of demand draft has been expired then a fresh demand draft will be required to be submitted along with professional bid.
5. The tender documents should be written legibly and free from erasing, corrections & overwriting, otherwise the bid will be rejected.
6. RMSA reserves the right to cancel the tender process at any time without assigning any reason before the selection of Statutory Auditor and the tenders shall not be entitled to claim any damage or compensation whatsoever due to such cancellation.
7. Technical bid and financial bid shall be submitted in one sealed envelop.
8. The firm should not have been implicated or convicted by any court of law or by any other authority or no adverse orders has/have been passed against the firm by any regulatory authority.
9. No investigation by regulatory authority should be pending against the firm.
10. The firm should not be barred from appointment by any Govt and/or semi govt. entities.
11. No TA/DA shall be admissible during the course of carrying out of the audit.
12. Work of compilation is to be completed within 01 (One) month on receipt of work order.
13. Applicable taxes shall be recovered from the bill.



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TECHNICAL BID

ANNEXURE-A

Engagement of Chartered Accountant Firm for Preparation of Annual Accounts of Integrated Rashtriya Madhyamik Shiksha Abhiyan, Tripura State for the F.Y.2016-17:

1) Details of CA firm:

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 No. (Copy Enclosed)	
E.	Service Tax Registration No. (Copy Enclosed)	
F.	List of Major Audit carried out during the last three years	Refer to Annexure-B
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 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.	



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2. Details of Proprietor/ Partner (as on closing date of tender):

SL no	Name & Contact No	Membership no	Designation	Qulification (ACA/FCA)	Date of Joining of the firm

(Attach extra page if required)

3. Details of Staff Member:

- a. No. of qualified staff to be deployed for the purpose
With qualification :

Enclosure:

1. Qualification Certificate of partners as (SL No-02) as per ICAI records.
2. Declaration about the truth and the correctness of data submitted in the letter head of the firm.

For,
Name of the firm:
Chartered Accountants

(CA.....)
Prop/Partner
Membership no



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ANNEXURE-B

List of major Audit carried out during last three years:

Name of the organization and particulars of the assignment	Period of work	
	From	To

(Attach extra page if required)

Enclosure:

1. Dully signed copy of the scope of work.

Signature of CA firm with Seal



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FINANCIAL BID

Particulars	Amount(Rs)
Estimated Annual professional fees for Preparation of Annual accounts of Integrated Rashtriya Madhyamik Shiksha Abhiyan, Rajya Mission (RMSA, IEDSS, Girls Hostel & ICT @ School Project) & Model School (All district and Head office) for the expenditure incurred during the Financial year 2016-17.	Rs.45,000/- (Rupees Forty Five Thousand Eight Hundred)only

ANNEXURE-C

The interested CA firm may quote their professional fees (all inclusive) in the following format:

Sl no	Particulars	Amount(Rs)
01	Annual professional fees for Preparation of Annual accounts of Integrated Rashtriya Madhyamik Shiksha Abhiyan, Rajya Mission (RMSA, IEDSS, Girls Hostel & ICT @ School Project) & Model School (All district and Head office) for the expenditure incurred during the Financial year 2016-17.	

(Rupees.....) only