

**Tripura State Horticulture Mission, Tripura, Agartala**

Directorate of Horticulture & Soil Conservation

Department of Agriculture & Farmers Welfare

Govt. of Tripura

**SELECTION OF AUDITORS - EXPRESSION OF INTEREST**

**HIRING SERVICES OF CHARTERED ACCOUNTANT FIRM**

The Mission Director, Tripura State Horticulture Mission (TSHM), Paradise Chowmahani, Agartala invites 'Expression of Interest' in the prescribed format from CAG empanelled Chartered Accountant firms having ICAI registration and having registered office in Tripura for conducting audit of the annual accounts of the State Nodal Agency (SNA) account of MIDH Scheme in respect of implementation of 'Mission for Integrated Development of Horticulture (MIDH)' Scheme for the financial year 2022-23 & 2023-24 commencing from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 and 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024.

Selected Auditor needs to complete the audit work and will submit the report within 21(Twenty One) days from the date of appointment.

The Expression of Interest consists of technical and financial bid. The technical and financial bid will have to be submitted separately in the sealed envelope to the undersigned by **15/07/2024 upto 5.30 pm.**

(Dr. P. B. Jamatia)  
State Mission Director,  
TSHM  
(DH & SC, Tripura)  
Paradise Chowmuni,  
Agartala

## Terms & Conditions

1. The audit of accounts shall be made for the Fund received in the SNA account of MIDH of State Mission Director, Tripura State Horticulture Mission (Director, Horticulture & Soil Conservation), Tripura during the Financial Year 2022-23 & 2023-24.
2. The Expression of Interest will be received by **15/07/2024 upto 5.30 pm.** in the office of Director of Horticulture & Soil Conservation, Paradise Chowmuni.
3. Chartered Accountants firms those are empanelled with C & AG for the year 2023-24 and having registered office in Tripura will be eligible for the audit. In this regards firm have to submit the details about the firm as per **Form T-2.**
4. **Minimum Audit fee should not be less than Rs. 50,000/- (Rupees Fifty Thousand) only including GST & other charges if any.**
5. Lowest rate of the bidders / Firms shall be approved.
6. If the rate quoted by the bidders i.e firms/Institutions is found equal, State Mission Director (SMD), TSHM reserves the right for choosing the L1 bidder depending upon the strength of the technical proposal submitted by the participating bidders at the time of submission of rates or experience / performance.
7. State Mission Director (SMD),TSHM reserves the right for choosing the L1 bidder depending upon the strength of the technical proposal submitted by the participating bidders at the time of submission of rates or past experience / performance.
8. The office/Institutions shall be audited at State level for the SNA Account of MIDH maintained by Mission Director, Tripura State Horti Mission.
9. The Expression of Interest consists of technical and financial bid.
10. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**" Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "**FINANCIAL PROPOSAL**" followed by the name of the assignment, and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**" The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and

sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment and be clearly marked **“DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED.”**

11. The Financial Proposal should be submitted in a separate sealed envelope duly marked as indicated above otherwise the Proposal will be declared as non-responsive/ invalid.
12. Audit Report of the Tripura State Horticulture Mission (TSHM) shall include audit of all the transactions at the State level (SNA) Account and subsidiary Zero Balance Account at IO Level. Audit for the financial years (2022-23 & 2023-24) will include all the components under MIDH schemes.
13. The audited Statement of accounts shall be also indicate the interest accrued against the project.
14. The audited statement of accounts shall be shown as balance sheet indicating income and expenditure, receipt and payment accounts, component-wise expenditure and bank reconciled statement.
15. The auditor appointed shall be required to issue Consolidated Audit Report for the State, comprising all programmes under MIDH.
16. Auditor shall certify the Utilization Certificates in the prescribed format (Form 12C of GFR) of GOI for all programmes comes under the scheme MIDH. The Utilisation Certificate shall be furnished sanction wise and Utilisation Certificate shall be issued for each sanction issued during the respective financial year. The Utilization Certificates should be jointly signed by the Mission Director and District Mission Directors as per programmes and the Auditor.
17. The final Audit Reports (Year-wise 2022-23 & 2023-24) should be submitted within 21 days from the date of issuance of appointment to the State Horticulture Mission and should then promptly submit 3 copies (Spiral Bound) and also soft copy in MS Excel / MS Word and Scanned (Both) of the audited financial statements and audit report along with the final Utilisation Certificates signed by the State and Auditor both for sending the same to Gol with their comments, if any.
18. State Mission Director (SMD), TSHM reserves the right to accept or reject any proposal without giving any explanation and can change the evaluation criteria as per its requirements in the interest of the organisation.

19. **Technical & Financial Proposal will consist:**

- i. Letter of Transmittal ( **Form T-1** )
- ii. Details of the Firm (**Form T-2**)
- iii. Financial Bid (**Form F-1**)

**Form T-1****Letter of Transmittal**

To,  
The Mission Director,  
Tripura State Horticulture Mission  
Paradise Chowmuni  
Agartala, Tripura

Dear Sir,

We, the undersigned, offer to provide the audit services for [*Name of State Society*] in accordance with your Expression of Interest [*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.

The Fees quoted by us is valid till six months from the date of submission of the proposal. 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 State Horticulture Society [*Insert Name of the State*] 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,

Signature of Bidder/ Firm

**Form T-2****Particulars/Details of the Firm**

<b>Sl. No.</b>	<b>PARTICULARS</b>	<b>Documents required to be submitted along with this Form</b>
1	Name of the Firm	
2	Addresses of the Firm:	
3	Head Office	Phone No: Mobile No. of Head Office In-charge:
4	Date of establishment of the firm	
5	Registered Office in Tripura (Particulars of each branch to be given)	Phone No: Mobile of each Branch Office In-charge:
8	Firm Income Tax PAN No.	Attach copy of PAN card
9	Firm Service Tax Registration No.	Attach copy of Registration
10	Firm's Registration No. with ICAI	Attach a copy of certificate downloaded from ICAI Website showing the name & address of H.O., B.O. and partners etc.
11	GST Registration No.	Attach a copy
12	Empanelment No. with C & A G	Attach proof of empanelment with C&AG for the year under Audit (2023-24)
13	Experience of Auditing of SNA/CNA account of any Centrally Sponsored Scheme / Central Sector Scheme	If yes, provide 1 work order in support

Signature of Bidder/ Firm

**Form F-1 (Financial Bid)****Auditing of SNA account of MIDH Programme 2022-23 & 2023-24****(in Rupees)**

<b>Sl</b>	<b>Item of Activity</b>	<b>Amount</b>
1	AUDIT Fee	
a	Audit fees ( including cost of TA/DA)	
b	GST & Other Charges	
<b>c</b>	<b>Total Fees</b>	

**(Total Fees Amount both in Numerical****and in words)**

Signature of Bidder/ Firm