SELECTION OF AUDITORS – EXPRESSION OF INTEREST

HIRING SERVICES OF CHARTERED ACCOUNTANT FIRM

The Mission Director, Tripura State Horticulture Mission (TSHM) invites ‘Expression of Interest’ in the prescribed format from CAG empanelled Chartered Accountant firms having ICAI registration for carrying out the audit of the annual accounts of all Horticultural activities under the jurisdiction of Tripura State Horticulture Mission and its District chapter (South/ Gomati/ Sepahijala/ West/ Khowai/ Dhalai/ Unakoti/ Dhalai) for the financial year 2018-19 on yearly basis commencing from 1st April 2018 to 31st March 2019. The CA firm will require to provide their latest certificates issued by ICAI and their latest income Tax return duly acknowledged by IT Department.

The CA firms are also required to furnish the total turnover of the firm in last three years. Selected Auditor needs to complete the audit work and submit the report within 10(ten) days from the date of appointment.

The format of Expression of Interest and other information including activities of the year (2018-19) and guidelines of the scheme MIDH are available in the Office of the Directorate of Horticulture & Soil Conservation, Paradise Chowmuni, Agartala or can be seen in the website https://horti.tripura.gov.in. 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 17/08/2019 upto 4.00 pm.

(ARUN DEBBARMA)
State Mission Director, TSHM
(DH & SC, Tripura)
Paradise Chowmuni, Agartala
Objective of audit services:

The objective of the audit is to ensure that Ministry of Agriculture (MoA) receives adequate, independent, professional audit assurance that the grant proceeds provided by MoA are used for purposes intended in line with approved AAP of individual programs and that the annual financial statements are free from material mis-statements.

The objective of the audit of the financial statements - individual financial Statements of State and District Mission Directors offices as well as the Consolidated Financial Statements of the State and District as a whole i.e. (Balance Sheet, Income & Expenditure, Receipt & Payment, together with relevant accounting policies, notes to accounts and schedules, Bank Reconciliation Statements, Statement of Funds Position, Reconciliation of Expenditures as per Audited financial statements with the expenditure reported so that:

1. The financial statements give a true and fair view of the Financial Position of the individual District Mission Director (DMD) and Consolidated District and State Mission Director offices at the end of each financial year and of the funds received and expenditure incurred for the accounting period ended 31/03/2019.
2. The funds were utilized for the purposes for which they were provided, and

The books of accounts as maintained by the State and District Mission offices and other participating implementing units shall form the basis for preparation of the individual financial statements as well as the consolidated financial statements for the State as a whole.

CA firms eligible for audit: Chartered Accountants firms those are empanelled with C & AG for the year 2018-19 and eligible for doing major PSU audits only will be eligible for the audit of the NHM programme. In this regards firm have to submit the details about the firm as per Form T-2.

Audit Fees and TA/DA: The firms those are interested to be appointed will have to quote consolidated audit fees including expenses on TA/DA. The firm quoting the minimum consolidated fees including towards TA/DA expenses will be awarded the work of audit. In case the audit team request with the state for stay arrangement etc. then cost to the state for such stay arrangements etc. will
be adjusted against the consolidated fees quoted. Bidding Firm should ensure that Audit Team shall have to visit all the District Mission Director offices. The Audit Fee should be quoted considering this aspect.

**Minimum Professional fees for the Audit Work :- Rs. 45,000/- (Rupees Forty five Thousand) only.**

**Scope & Coverage of audit:** In conducting the audit special attention should be paid to the following:

a) An assessment of adequacy of the project financial systems, including financial controls. This should include aspects such as adequacy and effectiveness of accounting, financial and operational controls; level of compliance with established policies, plans and procedures; reliability of accounting systems, data and financial reports; methods of remedying weak controls; verification of assets and liabilities and a specific report on this aspect would be provided by the auditor annually.

b) Funds have been spent in accordance with the condition laid down by the Directorate of Horticulture & Soil Conservation, Government of Tripura from time to time with due attention to economy and efficiency, and only for the purpose for which the financing was provided. Counterpart contribution from State Government, where required has been provided.

c) Goods and services financed have been procured in accordance with the relevant procurement guidelines issued by the GoI/State Government. Such requirements are available within the State/District's concerned Program Officers. For such externally funded programmes, auditor must satisfy that all expenditure, including procurement of goods and services have been carried out as per the procurement manual of the individual programmes and guidelines issued by the Programme Divisions of GoI and have all the necessary supporting documentation.

d) All necessary supporting documents, records and accounts have been kept in respect of the project.

Auditor shall have to specify the significant observations, including internal control weaknesses for each program and also specify the institution to which these relates to enable/facilitate appropriate follow up action.

Sanction wise Utilization Certificates (UCs) as per Form 19-A of GFR 2005; duly tallied with the Income & Expenditure and expenditure on Fixed Asset during the financial year (which have been shown as capitalized) [Attach a statement showing the details of expenditures clubbed in the Utilisation Certificate]
tallying with the Income & Expenditure Account and Schedules forming part of it].

A separate utilisation certificate for state share contribution has to be issued.

Representation by Management: The District Mission Directors and the State Mission Director (TSHM) should sign the financial statements and provide a written acknowledgement of its responsibility for the preparation and fair presentation of the financial statements and an assertion that the project funds have been expended in accordance with the intended purposes as reflected in the financial statements.

Reporting and Timing

The final Audit Report should be submitted within 10 days from the date of issuance of appointment to the State Horticulture Mission and the State Mission should then promptly forward 3 copies (Spiral Bound) and also soft copy in MS Excel / MS Word and Scanned (Both) is also to be submitted in mail or CD of the audited financial statements and audit report along with the final Utilisation Certificates signed by the State and Auditor both, to GoI with their comments, if any.

Additional Instructions to Auditors

Audit Report of the Tripura State Horticulture Mission (TSHM) shall include audit of all the transactions at the State level as well as all the transactions in the District Mission offices within the State. Audit for the financial year will include all the components under the stipulated schemes.

The auditor appointed shall be required to issue separate Consolidated Audit Report for the State and each District, comprising all programmes under MIDH.

Auditor shall certify all the Utilization Certificates in the prescribed format (Form 19A of GFR, 2005) 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.
Guidelines for Submitting the Proposals:

Agencies are required to submit the proposal as per the guidelines and formats detailed out in the following paras:
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.
The Society shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may provide a case for Proposal’s/ bid’s rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this shall constitute grounds for declaring the Proposal non-responsive/ invalid.

All agencies must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial proposal.

The Technical Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

Financial proposals submitted by the firm should be valid for 6 months from the date of submission of the proposal by the firm.

Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorised signatory of the firm.

All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.

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.

In case there are more than 1( one) L1 bidder, 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.
If the required constitution of the team is not deployed the state may take appropriate action as it deems fit (including blacklisting of the firm) against the firm, keeping the Ministry informed.

Firm shall have to depute appropriate no. of teams for timely submission of Audit Report and to attain quality of audit.
Each team shall have to be headed by a qualified chartered accountant.

**Technical & Financial Proposal will consist:**

i. Letter of Transmittal *(Form T-1)*

ii. Details of the Firm along with Details of Partners *(Form T-2)*

iii. Financial Bid *(Form F-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.
## Particulars/Details of the Firm

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>PARTICULARS</th>
<th>Documents required to be submitted along with this Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Firm</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Addresses of the Firm:</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Head Office</td>
<td>Phone No: Fax No: Mobile No. of Head Office In-charge:</td>
</tr>
<tr>
<td>4</td>
<td>Date of establishment of the firm</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Date since when is H.O. at the existing Station</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Branch Office 1,2,3......</td>
<td>Phone No: Fax No: Mobile of each Branch Office In-charge:</td>
</tr>
<tr>
<td></td>
<td>(Particulars of each branch to be given)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Branch Office 1,2,3......</td>
<td>Mention the date of each branch offices since when existed at the existing place</td>
</tr>
<tr>
<td></td>
<td>(Particulars of each branch to be given)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Firm Income Tax PAN No.</td>
<td>Attach copy of PAN card</td>
</tr>
<tr>
<td>9</td>
<td>Firm Service Tax Registration No.</td>
<td>Attach copy of Registration</td>
</tr>
<tr>
<td>10</td>
<td>Firm’s Registration No. with ICAI</td>
<td>Attach a copy of certificate downloaded from ICAI Website showing the name &amp; address of H.O., B.O. and partners etc.</td>
</tr>
<tr>
<td>11</td>
<td>GST Registration No.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Empanelment No. with C &amp; A G</td>
<td>Attach proof of empanelment with C&amp;AG for the year under Audit (2018-19) confirming that the firm is eligible for major PSU audits.</td>
</tr>
<tr>
<td>13</td>
<td>No. of Years of Firm Existence &amp; Date of establishment of Firm</td>
<td>Attach copy of Partnership Deed</td>
</tr>
<tr>
<td>14</td>
<td>Turnover of the Firm in last three years</td>
<td>Attach a copy of Balance Sheet and P &amp; L Account of the last three years or a C.A. Certificate give Break-up of Audit Fee and Other Fees Received.</td>
</tr>
</tbody>
</table>
| 15 | Audit Experience of the Firm:  
   1. Number of Assignments in Commercial/Statutory Audit  
   2. Number of Assignments of Externally Aided Projects/ Social Sector Project (excluding audit of Charitable Institutions & NGOs)  
   3. Experience in the NHM/HMNEH/MIDH audit. | Copy of the Offer Letter & the Fee Charged for each assignment.  
   (Relevant evidences to be given of the turnover and fee) |
|---|---|---|
| 16 | **Details of Partners:**  
   Provide following details:  
   • Number of Full Time Fellow Partners associated with the firm.  
   • Name of each partner,  
   • Date of becoming ACA and FCA  
   • Date of joining the firm,  
   • Membership No.,  
   • Qualification  
   • Experience  
   • Whether the partners is engaged full time or part time with the firm.  
   • Their Contact Mobile No., email and full Address | Attested copy of Certificate of ICAI |
# Format For Financial Bid

( Please provide the break-up of Quoted Fees for each Work)

<table>
<thead>
<tr>
<th>Item or Activity</th>
<th>State HQ and Districts</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>State (H/Q)</td>
<td>South Tripura</td>
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<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

**AUDIT FEE**

a. Audit Fees (Including cost of TA/DA)

b. GST

c. Total Fees

( Total Fees Amount both in Numerical and in words)