Government of Tripura  
Directorate of Panchayats  
P.N.Complex, Gorkhabasti, Agartala. 

No. F. 5(41-12)-AUD/PR/2015(L)/25107 Dated, Agartala, the 28th December, 2015.

To  
The Director,  
Information and Cultural Affairs,  
Government of Tripura,  
Agartala.

Subject :- Request for publishing of Notice Inviting Expression of Interest in reputed 3 (three) leading local Daily News Paper on 29th December, 2015.

Sir,

With reference to the subject cited above, I am to enclose herewith 6 (Six) copies of Notice Inviting Expression of Interest of this Department. You are requested to take necessary action for publishing the same in 3 (three) Nos. leading local Daily News Paper on 29th December, 2015 and supply a copy of the same to the Department for office records.

Enclo: As Stated.

Yours faithfully,

[Signature]

Director of Panchayats  
Government of Tripura.
Government of Tripura
Directorate of Panchayats
P.N. Complex, Gorkhabasti, Agartala.

No.F.5(41-12)-AUD/PR/2015(L)/25108, Dated, Agartala, the 28th December, 2015.

NOTICE INVITING EXPRESSION OF INTEREST

The undersigned on behalf of the Governor of Tripura the Expression of Interest are hereby invited in sealed cover from the bonafide, resourceful and experienced registered Chartered Accountants of India to audit the accounts of Gram Panchayats, Village Committees, Panchayat Samitis, Block Advisory Committees and Zilla Parishads for the last 3 (three) financial years (2012-13, 2013-14 & 2014-15) only pending PRI & Non-PRI bodies. Details terms & condition and other eligibility criteria may be collected from the office of the Director of Panchayats on or before 5.00 PM up to 5/1/2016. The last date of submission of quotations is 6/1/2016 up to 3.00 PM. Bidder with necessary document shall be dropped in the Tender Box to be kept in the chamber of the Joint Director (HOO) o/o the Director of Panchayat on or before 3.00 PM of 6/1/2016. Thereafter, no quotation will be received. For details about terms and condition please visit the website http://trppanchayat.gov.in.

Sd/-

Director of Panchayats,
Government of Tripura
P.N. Complex, Gorkhabasti, Agartala.
Government of Tripura  
Directorate of Panchayats  
P.N.Complex, Gorkhabasti, Agartala.

No.F.5(41-12)-AUD/PR/2015(L)/25108, Dated, Agartala, the 28th December, 2015.

Expression of Interest

Expressions of Interest (EoI) are invited in sealed cover from registered Chartered Accountant Firms (CA) empanelled with C&AG for auditing the accounts of the Gram Panchayats (GP)/Village Committees (VC)/Panchayat Samitis (PS), Block Advisory Committees (BAC) and Zilla Parishads (ZP). The interested firms may submit EoI addressed to Director of Panchayats, Govt. of Tripura by 3.00 pm of 6th January, 2016.

1. Background:

There are 1261 Rural Local Bodies functioning in Tripura under the provision of Tripura Panchayat Act 1993, and the Tripura Tribal Areas Autonomous District Council (Establishment of Village Committees) Act, 1994. Category wise numbers of such local bodies are Gram Panchayat-591, Panchayat Samitis-35, Zilla Parishads-8, Village Committees-587 and Block Advisory Committees-40. The State Government in the RD(Panchayat) Department has devolved fund to the Gram Panchayats viz: Panchayat Development Fund, 13th Finance Commissions, MGNREGA and other various Centrally Sponsored Schemes as per schematic guidelines for utilization.

1. The Gram Panchayats/Village Committees, Panchayat Samitis/Block Advisory Committees and Zilla Parishads are maintaining records/registers separately with the formats as prescribed by the C&AG and elsewhere as circulated from the State Government from time to time.

2. Audit of the accounts of Rural Local Bodies is one of the important tasks of the Government in the RD(Panchayat) Department. But Year-Wise timely auditing of accounts is absolutely necessary to ensure quality maintenance of accounts and proper utilization of fund for the purposes for which it is placed with the Rural Local Bodies.

3. Auditing of accounts of all Rural Local Bodies under the different Blocks could not be carried out for the last few years. With a view to overcoming the situation and completion of audit of 591 GPs, 587 VCs, 35 Panchayat Samitis, 40 BAC and 8 ZPs in 1st phase up to accounts of 2014-2015, it is, therefore, decided by the State Government in the RD(Panchayat) Department to engage agencies like Registered Chartered Accountant Firms for conducting audit of all Rural Local Bodies under technical guidance & supervision of A.G.Tripura. The Rural Local Bodies like GP, VC, PS, BAC and ZP in Tripura are responsible for maintenance of accounts in the formats as prescribed by C&AG.

2. Eligibility Criteria:

1. Name of the Firm (Partnership/Sole Proprietorship) :
2. Name of the Proprietor/Partner :
3. Status (Partnership/Sole Proprietorship) :
4. Full Address :
5. Telephone No. including Mobile Phone :
6. PAN number of the Firm :
7. ICAI Registration number :
8. ICAI Membership number

9. C&AG empanelment number with copy

10. Number of C.A. with the Firm & their name

11. Date and year of the constitution of the Firm

12. Date since when Firm has full time FCA

13. Number of staff attached to the Firm

14. VAT/Professional Tax/Income Tax clearance Certificate (furnish copy of the documents)

15. Audit report for last 3 (three) financial years issued by the competent authority (furnish copy to the report)

16. Whether the Firm was earlier engaged in P&R. D. Department’s audit work (At any level) if so details of the same.

17. Whether there are any court/Arbitration/ any other legal case against the Firm

18. Firm should have working experience with Govt. Departments/Public Sector undertaking for not less than 5 (five) years

19. Details of audit experience of the Firm for the last 5 (five) years in the following proforma

| Name of the area/sector | Name of the (a) Govt. Dept./PSU/autonomous societies (b) Social Sector programmes/projects (c) Central Govt. sponsored projects (d) | Years of audit e.g. (a) 2013-14 (b) 2012-13 (c) 2011-12 (d) 2010-11 (e) 2009-10 | Fees charged for each of the assignments in each year | Nature of audit assignment viz. Statutory audit or Branch audit etc | Nature of special assignment | Name of the full time partner who supervised the audit or signed the financial statements and who is still working in the firm actively |

**NB:** Copy of Work Order/Engagement Letter may be furnished in support of working experience.

**3. Details of terms and conditions:**

i. The audit of the Gram Panchayats shall be carried out in the office of respective Gram Panchayats.

ii. Notice shall be served upon the Pradhan and Panchayat Secretary I/C either directly or through the concerned BDO allowing 15 (fifteen) days before undertaking the Audit works with a copy to the Block Development Officer and the Director of Panchayats, Government of Tripura.

iii. At least two full working day shall have to be devoted by the selected agencies for one G.P./VC/PS/BAC/ZP.
iv. Audit exercise will focus on ensuring that PRI accounts are maintained in the CAG format and expenditure is incurred following financial procedure/schematic guidelines of different schemes of the government.

v. EoI should be accompanied with a refundable deposit of Earnest Money of Rs.20,000/- (Rupees twenty thousand) only in the shape of Deposit at Call(D-Call) issued by any nationalized/Public Sector Bank in favour of the Director of Panchayats, Govt. of Tripura. The EoI without the earnest money is liable to be rejected.

vi. The EoI in sealed cover duly superscribed “EoI for auditing the accounts of Gram Panchayats/Village Committees, Panchayat Samiti/Block Advisory Committees and Zilla Parishads, Tripura” addressed to the Director of Panchayats, Govt. of Tripura, P.N. Complex, Gorkhabasti, Agartala should be dropped in the Tender Box which will be kept in the chamber of the Joint Director (HOO) O/o the Director of Panchayat during the period from 28th December, 2015 to 6th January, 2016 from 11.00 AM to 3.00 PM. The quotation dropped by the Firms will be opened on 6th January, 2016 at 4.00 PM in presence of the quotationers/bidders, if possible.

vii. Quotations should be submitted in the official pad of the concerned C.A.Firm.

viii. Any EoI received after the due date or found to be incomplete will be rejected outright and the decision of the Director of Panchayats shall be final and bidding in this regard.

ix. The Firm should not have been blacklisted by any Central or State Govt., PSU etc. An affidavit on Non-Judicial Stamp paper has to be furnished by the Firm to this effect.

x. Fooding, lodging and to and fro journeys etc has to be arranged by the firms concerned for Audit works in field.

xi. Rate is to be quoted in figure and word for each financial year against one Gram Panchayat, Village, Panchayat Samiti, BAC and Zilla Parishad covering (i) yearly audit fees (ii) other expenditure, if any, separately.

xii. Audit report has to be submitted within 15(fifteen) days from the date of completion of audit. A certificate regarding undertaking audit of accounts and performance audit with the signature of Pradhan, In-Charge Panchayat Secretary and one elected member shall be submitted to the BDOs under intimation to the Director of Panchayats, Govt. of Tripura.

xiii. Audit shall be carried out financial year wise for the pending years’ only.

xiv. In addition, as a part of performance audit, number of GP meeting conducted, Gram Sansad and Gram Sabha conducted social audit completed as per acts & Rules of Panchayat Departments shall also be reported.

xv. The Director of Panchayats, Govt. of Tripura reserves the right to reject any EoI without assigning any reason whatsoever or seek further information/clarification any stage of the process.

(P.R.Bhattacharjee,IAS)
Director of Panchayats
Government of Tripura.
Instruction to the quotationers:

1. Intending Firms are required to furnish their application with complete bio-data giving details about their firm experience technical personal attached with the firm, competence and adequate evidence of their financial standing.

2. The Firms should have well qualified and experienced team of auditors to undertake the work. Past experience of key professionals in handling similar assignment would be preferred and given weightage. No. of Auditors, (not less than 5 persons) their qualification and experience will be considered in the ration of 2:3:4.

3. Every page of the EoI shall have to be serially marked and signed. The EoI shall be signed by a person/persons on behalf of the firm having necessary authorization/power of attorney to do so with seal.

4. Any representative authorized by the intending Firm may, with prior appointment may visit the office of the undersigned on any working day to get an idea regarding the nature of accounts, volume of total transactions etc.
Response Format
(On the letter head of the Firms)

To
The Director of Panchayats,
Government of Tripura,
P.N.Complex, Gorkhati Bazar,
Agartala.

Subject: Expression of Interest for selection of Firm for conducting audit of accounts of
GP/VC/PS/BAC/ZP.

Sir,

Having examined the Expression of Interest (EoI), I/We, the undersigned, intend to submit a
proposal in response to the Expression of Interest (EoI) for selection of Firm for conducting audit of
accounts of GP/VC/PS/BAC/ZP.

I/We attach hereto the response as required by the EoI, which constitutes our proposal.

Contact details of the Firm are:

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I/We confirm that the information contained in this response or any part thereof, including its
exhibits, and other documents and instruments delivered or to be delivered to Director of Panchayats,
Govt. of Tripura is true, accurate, verifiable and complete. This response includes all information
necessary to ensure that the statements therein do not in whole or in part mislead the department in its
selection process.

I/We fully understand and agree to comply that on verification, if any, of the information
furnished here is found to be misleading the selection process, I/We are liable to be dismissed from the
selection process or termination of the engagement during the project, if engaged to do so.

I/We agree for unconditional acceptance of all the terms and conditions set out in the EoI
document.

It is hereby confirmed that I/We are entitled to act on behalf of the Firm and empowered to sign
this document as well as such other documents, which may be required in this connection.

Date
(Signature)
(Name)

Duly authorized to sign the EoI for and on behalf of:

(Name and Address of Organisation)

Witness Signature:
Witness Name:
Witness Address:

(Seal/Stamp of organization)

(In the capacity of)
CERTIFICATE AS TO AUTHORISED SIGNATORY(IES)

I.............................................the Secretary/President of .....................................certify that
Ms/Mr.........................................................who signed the Expression of Interest is/are
authorized to do so and bind the Firm by authority of the Firm

Signature
Date
(Firm Seal)
(Name)