

**GOVERNMENT OF TRIPUR  
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR  
KHOWAI DISTRICT:: TRIPURA  
(GENERAL SECTION)**

F.No.VII(150)/DM/KH/GL/QUOTATION /2019/ 7033-39

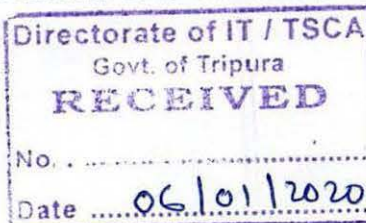
Dated : 04/01/2020

**NOTICE INVITING QUOTATION**

The District Magistrate & Collector, Khowai District, invites sealed "Quotation" (2<sup>nd</sup> call) from the Chartered Accountants Firm(s) for rates for conducting of audit of 5(Five) Nos. Corporate Social Responsibility Project under Khowai District for the Financial year 2019-20. Quotation in sealed cover will be received up to 09-01-2020 from 10.00 A.M to 3 P.M in the office of the District Magistrate & Collector, Khowai District, Tripura and will be opened on the same day at 3.30 PM, if possible. The Quotationer may also send their quotation through Registered Post addressed to the undersigned, so that it reaches to this office on or before 3.00 P.M on 09-01-2020. No quotation after the prescribed date and time will be received /accepted by this office and this office shall not be liable for any delay in postage.


**TERMS & CONDITION**

- I. The Quotationer should invariably be the name of his firm & location in the quotation paper.
- II. The Quotationer has to produce the Photostat copy of the Registration Certificate issued by ICAI, New Delhi, & Quote the ICAI number in their quotation with Empanelment number.
- III. The rate should be quoted in both figures and words and any other financial matter should be mentioned clearly.
- IV. The quoted rate shall be inclusive of Professional Tax, GST and Service Charge etc as applicable to the State and Central Govt.
- V. Selected Agency will use its own means of conveyance. No TA/DA will be paid by this office for any kinds of journey including transportation.
- VI. The auditing of CSR project under Khowai District for the F.Y 2019-20 shall be completed within 10 days of issuing of appointment order and also report shall be submitted to this office and concerned District offices within 7 days after completion the audit.
- VII. The undersigned reserves the right to reject any / all quotation including the lowest quotation without assigning any reasons as well as without prejudice to the Court of Law.
- VIII. The minimum rate is hereby fixed at Rs. 20,000/- (Rupees. Twenty thousand) only.
- IX. No rate variation clause will be applicable. Rate / amount quoted for fixed and final.
- X. In case of breach of Contract/ non-compliance by the selected firm within the prescribed period after getting the appointment order, penalty up to Rs. 2500/- (Rupees two thousand five hundred only) per day of work will be imposed on that firm.



- XI. If the last date of receiving quotation is a holiday or becomes paralyzed due to unforeseen reasons, the last date of dropping the quotation will automatically be extended to next working day.
- XII. The Quotation/Tender box will be opened on the last date of receiving quotation if possible, if it is not possible on the same date, next date will be the next working day. The Quotationer may remain present during opening of quotation or send their authorized representative to remain present.
- XIII. The relevant records and registers of CSR project account for the FY 2019-20 should be verified.
- XIV. The Quotation received through e-mail will not be allowed.
- XV. The Quotation should also be sent by registered post or by speed post or by hand.
- XVI. The Quotationer may quote for O/o the District Magistrate & Collector, Khowai. The Quotationer / Choice of Quotationer that submitted as the least shall be shortlisted provided all other conditions are met and the decision shall also be subject to time constraint of completion of audit on or before 31<sup>st</sup> January, 2020. The Quotationer will submit the quotation as per following format :

Sl.No	Name of the CA Firm	Rate which was quoted by CA Firm	Date by which work shall be completed	Date of submission of Audit Report.

  
**Senior Deputy Magistrate**  
**O/o the District Magistrate**  
**and Collector**  
**Khowai District::Tripura**

**Copy to:-**

1. The District Magistrate & Collector, Khowai District for kind information.
2. The Director, ICAT, Agartala for information with request to publish the same in 3 (three) local leading news papers.
3. The Addl. District Magistrate & Collector Khowai District for information.
4. The Director – Project, North East transmission Company Ltd. 2C,3<sup>rd</sup> Floor, DMRC, Building Corporate Park, Section 21 Dwarka, New Delhi-110077.
- ✓ 5. The Director, DIT, Indranagar, Agartala for information with a request to upload in the state portal.
6. The DIO, NIC-Khowai for information with a request to in the District website “[www.khowai.nic.in](http://www.khowai.nic.in)” accordingly.
7. Notice Board, D.M’s office, Khowai District, Tripura.