

**SOCIETY FOR MANAGEMENT OF CULTURAL COMPLEX
(UNDER INFORMATION & CULTURAL AFFAIRS DEPARTMENT)
GOVERNMENT OF TRIPURA, AGARTALA**

NO.F.1 (36)-SFMCC/NKK/07/CUL

Dated, Agartala the 03 March 2020

**Notice for Expression of Interest of Audit of Account of Society for
Management of Cultural Complex under ICA Department**

Expression of Interest on plain paper is hereby invited by the Member Secretary, Society for Management of Cultural Complex under ICA Department, (Director, Information & Cultural Affairs, Government of Tripura), Gandhighat, Agartala from the C & AG empanelled Audit firms of Agartala for Audit of the Account of Society for the Financial years 2018-2019 rates may kindly be quoted separately for the said assignments. Details, terms & conditions may be seen at www.tripuraica.in.

The interested agencies may drop the Expression of Interest at the office of the undersigned on or before 19/03/2020 by 3.00 pm.

Bid proposal as per format in separate sealed envelope and financial bid should be submitted through Registered Post/Speed Post/Courier Service to the Member Secretary, Society for Management of Cultural Complex, Directorate of Information & Cultural Affairs, Government of Tripura, Gandhighat, Agartala.

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(Ratan Biswas)

Member Secretary

Society for Management of Cultural Complex
Under ICA Department

&

Director
Information & Cultural Affairs

Copy to:

1. The Branch Officer, Advertisement Section, Directorate of ICA, Govt. of Tripura with a request to arrange publication of the contents as advertisement in 4(four) local Daily News Paper for wide circulation.
2. The Branch Officer, IT, Directorate of ICA, Govt. of Tripura with a request to upload of the contents in the website of this Directorate.
3. Notice Board of this Directorate.

Terms & Conditions

1. Chartered Account firms those are empanelled with C & AG for the year 2018-19.
2. The firms having HO/Local Branch office at Agartala.
3. Head Office/Branch Office must exist in Tripura for not less than 3 (three) years as per the ICAI Certificate.
4. The firms those are interested to be appointed will have to quote fees and taxes as per the format given at Annexure 1, work will be awarded to the lowest bidder as per the total quoted price.
5. As the auditor once appointed can continue for another 1 (one) year subject to satisfaction of the performance. However, contract may be extended for maximum 2 (two) years as per prevailing rate.
6. In case, same audit fee is quoted by two or more CA Firms, the selection of auditor shall be done considering the following factors – (i) past experience in handling cost works. (ii) Turnover of the firms.
7. Agency should undertake the audit of accounts for the financial year 2018-19.
8. Audit fee norms in respect of societies:

Existing Audit Fee	Recommended Audit Fee
First 5 lakhs of Turnover Rs 3.00 per 1000/-	Committee has recommended an increase of 10 % on total fee, which is to be charged in the bill after the above slabs.

The minimum audit fee shall be Rs.2, 500/-

9. To give comments and observations on accounting records, systems and internal controls.
10. To identify specific deficiencies and area of weakness in the system.
11. To undertake the auditing works including submission of audit report along with annual accounts comprising receipts & payments account, income & expenditure account & balance sheet along with relevant schedules should be submitted within 1 (one) month from the date of issuing engagement order.
12. Firms shall have to depute appropriate no. of team members to undertake the auditing for timely submission of audited reports.
13. Copy of firm registration certificate issued by ICAI, Empanelment No. with C & AG, Experience Certificate, Firm PAN No. and Registration Certificate (if available) should be furnished.
14. The interested Agency may drop the Expression of Interest at the office of the undersigned on or before 19/03/2020 by 3.00 pm.
15. The society reserves the right to reject any or all Expression of Interest without assigning any reason.


Member Secretary

Annexure - 1

Format for Submission of Financial Bid

<u>Sl.No.</u>	<u>Particulars</u>	<u>Rates</u>	<u>Taxes</u>	<u>Total</u>
1.	Audit for the financial year 2018-19			
2.				

(Total in Rupees _____) only

Authorized Signatory

Seal:

Date: