

GOVERNMENT OF TRIPURA
OFFICE OF THE CHIEF ENGINEER & EMPOWERED OFFICER
Public Works Department (P W. D) (PMGSY)
7th BLOCK, 2nd FLOOR SECRETARIAT COMPLEX, AGARTALA, 799006

Notice Inviting Quotation

The undersigned on behalf of the Governor of Tripura invites sealed quotation in plain paper from Chartered Accountant Audit firm empanelled with C & AG of India having experience in conducting Statutory/Internal Audit of PMGSY Funds in any SRRDA during the last 10(Ten) years.

Sl no.	Name of Job	Last date of receiving	Completion period
1.	Statutory Audit of Maintenance Fund of Tripura Rural Roads Development Agency (TRRDA), Project Implementing Units (PIU) of the State of Tripura for the Financial Year 2017-18	25.01.2019 Up to 3.00 p.m.	7 days

Sealed quotation should reach to the Office of the Chief Engineer PWD (PMGSY) & Empowered Officer, Secretariat Building, Capital Complex, Agartala, West Tripura up to 3.00 pm on 25th January, 2019.

Other details can be seen and down loaded from www.pwd.tripura.gov.in and the website www.tenders.gov.in

A. Sengupta
14-1-19

(Er. Alakes Sengupta)
Empowered Officer, TRRDA
Secretariat Building, Capital Complex,
Agartala, West Tripura, 799006

No. F. 4 (19)/TR/PMGSY/2017 /13325-38

Dated 14-1-19

Copy to –

1. Director of Information, Cultural Affairs Government of Tripura, Agartala with request to arrange publication in Local leading News Papers as per Format-A.
2. The Superintending Engineer, PMGSY Circle, Kumarghat for information.
3. The Superintending Engineer, PMGSY Circle, Agartala for information.
4. The Executive Engineer, PMGSY Division No.1, Agartala for information.
5. The Executive Engineer, PMGSY Kumarghat Division, Kumarghat for information.
6. The Executive Engineers, PMGSY Ambassa Division, Ambassa for information.

Terms of reference (TOR)

Quotation will be received up to 3.00 p.m. on 25.01.2019 in the Office of the Chief Engineer, PWD (PMGSY), Secretariat Complex, Agartala and the Bid Document shall be opened at 3.30 p.m. on the same day (25.01.2019), (If possible in presence of the intending bidders or their authorised representatives).

General instructions:-

The bidders are to satisfy themselves by actual site visit as regards nature of business and other obligation of the TRRDA in every aspect before submission of bid. No claim or excuse on this account will be entertained at any stage later on.

Scope of Work:-

The audit will be carried out in accordance with the relevant national standards of auditing, and will include such tests and controls as the auditor considers necessary under the circumstances. In conducting the audit, special attention should be paid to the following –

- All funds spent by TRRDA, received from Government of India under the said project have been used in accordance with the conditions as laid down in the PMGSY guidelines / Operational Manual / Financial Management Manual and only for the purposes for which the funds were provided.
- All funds have been used in accordance with the relevant financing agreements, with due attention to economy and efficiency, and only for the purposes for which they were provided.
- All expenditure, including procurement of goods and services, have the necessary supporting documentation and have been incurred in accordance with the Government rules and relevant financing agreement.
- Funds transferred to PIUs for incurring expenditure under the project are used for the purposes intended. To establish this, the auditor should visit PIUs and conduct such audit / tests as may be deemed appropriate and necessary for the purposes of the audit.
- The maintenance accounts have been prepared in accordance with consistently applied relevant Accounting Standards/ Rules and gives a true and fair view of the financial situation of the Project for the financial year ending March 31 and of receipts and payments for the year ended as on that date.

Financial Statements-

The financial statements shall include:-

- A summary of funds received, showing the grant in aid and funds received from other sources, donors, if any separately;
- A summary of expenditures shown under the main **project categories of expenditures, both for the current fiscal year and accumulated to date;** and
- A Balance Sheet showing accumulated funds of the project, bank balances other assets of the project.

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Management Letter –

In addition to the audit reports, the auditor should prepare a "management letter" in which the auditor should:

- Give comments and observations, if any, on the accounting records, systems and controls that were examined during the course of the audit;
- Identify specific deficiencies and areas of weakness (if any) in systems and controls and make recommendations for their improvement;
- Report on the degree of compliance with the financial/ control procedures as documented in the financial manual of the project.
- Communicate matters that have come to attention during the audit which might have a significant impact on the implementation of the society; and
- Bring to attention any other matter that the auditor considers pertinent.

The Observations in the Management Letter must be accompanied by a suggested recommendation from the auditors and Management Comments on the Observations/ Recommendations from the Management.

General-

The auditor should be given access to all legal documents, correspondence, financial manual, notices from the Project Management/ State Implementing Units and any other information associated with the project and deemed necessary by the auditor. The auditor should also familiarize themselves with the procedures laid down in the following publications-

- The Tripartite Agreement on Banking Arrangements, guidelines for banking arrangement codified in the PMGSY Programme Guidelines,
- Accounting System of PMGSY codified in Accounts manuals of Maintenance Expenses Fund,
- Financial management and auditing are in the NRIDA PMGSY Supplemental Operation Manual,
- PMGSY Online Management, Monitoring and Accounting System.
- Standard Bidding Document.

The Audit firm entrusted the job of audit should deploy personnel who are conversant with Public Works Account System of Central PWD/State PWD at Divisional level.

Qualifying requirements for bidders: -

The Audit firms must satisfy following criteria failing which they will be summarily disqualified-

- The Audit Firm is **empanelled with the C&AG** in the panel of audit firms eligible for **Statutory Audits**.
- The audit firm experience in conducting Statutory/Internal Audit of PMGSY Funds in any SRRDA during the last 10(Ten) years.
- No partner of the audit firm or any qualified employee of the firm is related to any member of the Governing Body/ Executive Committee/ Board of Director or the Project Director/Managing Director/ any Director or any of the senior management (as applicable) of the PIA. Relative would mean husband, wife, brother, or sister or any lineal ascendant or descendant.
- Neither the firm nor its Partners or Associate have any interest in the business of the Project.

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- From the time of appointment and for one year after (to be counted from the date of issue of final audit report) the Firm ceases to be Auditor, no other assignment of any kind to the Project (including consultancy) will be accepted, either by the firm or by its partners or relatives of the partners of the firm or by its associates.
- The audit will not be done by a person who was either an employee in the project or a partner/employee of the retiring auditor, unless such person is employed with the firm for at least one year.
- The firm is not one against which disciplinary orders have been issued by the Public Companies Accounting Oversight Board and these orders are in force.

Documents Comprising the Quotations -

The Bid shall be submitted in **separate sealed envelope** properly with the following documents Quotation no., name of job and quotation opening date -

- Containing Documentary Evidence of the quotations fulfilling the Qualifying Requirements stipulated in the Quotations. The document to be submitted shall include copies of the relevant work order / Award letters / Agreements etc. and corresponding completion certificates issued by the concerned clients.
- The applicants shall also submit all such other documents deemed necessary in support of their meeting the stipulated qualifying requirement and its credentials.
- The price should be quoted both in figures and words.

Completion period

7 (Seven) days from date of issue of Letter of Award (LOA).

Validity of bids: -

Bids shall remain valid for 90 days from the date of bid opening prescribed by TRRDA, unless otherwise specified. A Bid valid for a shorter period shall be rejected by TRRDA as non-responsive.

Payment terms: -

The minimum rate scheduled by the Tripura RRDA for Statutory Audit of Maintenance Fund for the Financial Year 2017-18 is Rs 30,000.00 (Rupees Thirty thousand) only plus applicable taxes.(No TA / DA will provide to the successful bidder). The price should be quoted both in figures and words.

Award of Contract: -

TRRDA shall award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and acceptable and lowest evaluated Bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. TRRDA shall be the sole judge in this regard.

TRRDA reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for such action.

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Signing of Contract: -

TRRDA shall notify the successful Bidder that its bid has been accepted, TRRDA shall send the Bidder the detailed Letter of Award.

Within 3 (Three) day of receipt of the detailed Letter of Award, the successful Bidder shall submit in writing unconditional acceptance of the Letter of Award.

A. Sengupta
14.11.19

(Er. Alakes Sengupta)

Chief Engineer PWD (PMGSY) & Empowered
Officer, TRRDA, Secretariat Building, Capital
Complex, Agartala, West Tripura, 799006