



# RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN

RMSA RAJYA MISSION, TRIPURA  
(DIRECTORATE OF SECONDARY EDUCATION)  
GOVT. OF TRIPURA

Old Shishu Bihar H.S. School Complex,  
Agartala, Tripura(West), PIN - 799001  
Telephone / Fax: +91-381-2300073, e-mail: rmsatripura@gmail.com

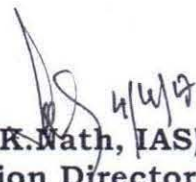
No.F.19(72)-SE/RMSA/15(L-1)

Dt 04.04.2017

## NOTICE FOR INVITING TENDER.

Sealed Tenders are invited from empanelled Chartered Accountant (CA) Firm for audit and preparation of annual accounts maintained at State office & district offices of Integrated Rashtriya Madhyamik Shiksha Abhiyan, Rajya Mission of Tripura State for the Year 2016-17.

The tender document may be downloaded from the website: [www.schooleducation.tripura.gov.in](http://www.schooleducation.tripura.gov.in) or [www.schooleducation.tripura.gov.in/rmsa/](http://www.schooleducation.tripura.gov.in/rmsa/) or may be collected from the O/o The RMSA Rajya Mission, Old Shishu Bihar School Complex.

  
(M.R. Nath, IAS)  
State Mission Director, RMSA  
Director of Secondary Education  
Govt. of Tripura.



**OFFICE OF THE STATE MISSION DIRECTOR  
RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN**

**RMSA RAJYA MISSION, TRIPURA  
(DIRECTORATE OF SECONDARY EDUCATION)  
GOVT. OF TRIPURA**

Old Shishu Bihar H.S. School Complex,  
Agartala, Tripura(West), PIN - 799001

Telephone / Fax: +91-381-2300073, e-mail: rmsatripura@gmail.com

**RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN, RAJYA MISSION.**

**STATE- TRIPURA**

**TENDER DOCUMENT**

**FOR**

**AUDIT & PREPARATION OF ANNUAL ACCOUNTS 2016-17**

**IN**

**INTEGRATED RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN, RAJYA MISSION &  
MODEL SCHOOL.**

**TRIPURA STATE**



OFFICE OF THE STATE MISSION DIRECTOR  
RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN

RMSA RAJYA MISSION, TRIPURA  
(DIRECTORATE OF SECONDARY EDUCATION)  
GOVT. OF TRIPURA

Old Shishu Bihar H.S. School Complex,  
Agartala, Tripura(West), PIN - 799001

Telephone / Fax: +91-381-2300073, e-mail: rmsatripura@gmail.com



**NOTICE FOR INVITING TENDER.**

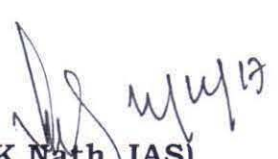
**Appointment of a Statutory Auditor for Audit and preparation of Annual accounts of INTEGRATED RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN, RAJYA MISSION, TRIPURA STATE State Office as well as District office for the Financial Year 2016-17**

Sealed Tenders are invited from empanelled Chartered Accountant (CA) Firm for audit and preparation of annual accounts maintained at State office & district offices of RMSA of Tripura State for the Year 2016-17.

The interested CA firms may submit their tender in the prescribed proforma which includes (i) Notice Inviting tender (ii) Scope of Work (iii) Eligibility Criteria (iv) Terms & Conditions (v) Technical bid (Experience & Capability Criteria) (vi) Financial bid (Professional bid). The tender document may be downloaded from the website: [www.schooleducation.tripura.gov.in](http://www.schooleducation.tripura.gov.in) or [www.schooleducation.tripura.gov.in/rmsa/](http://www.schooleducation.tripura.gov.in/rmsa/) or collect from RMSA State Office.

The sealed tender may be submitted in one big envelop superscripting **'Preparation of Annual Accounts of Integrated Rashtriya Madhyamik Shiksha Abhiyan, Tripura State'** containing two separately sealed small envelopes, one for **'Technical bid'** and another for **'Financial Bid'** superscripting as such and addressed to **The State Mission Director, Rashtriya Madhyamik Shiksha Abhiyan, Old Shishu Bihar School Complex, Agartala, West Tripura, 799001**. The sealed tender must be dropped in the tender box on or before **26-04-2017 at 2pm**. The technical & financial bid will be opened on **26-04-2017 at 5pm** in the Chamber of **State Mission Director, RMSA**.

The technical bid envelop must contain the technical bid format in prescribed proforma as per **Annexure-A** along with a Earnest Money Deposit (EMD) of **Rs.5,000/- (Rupees Five Thousand) only** in favour of **State Mission Director, RMSA, Rajya Mission payable at Agartala** with all relevant documents in support of eligibility and experience criteria. The financial bid envelop shall include the professional fees for all services including expenses of travelling & boarding/lodging etc of audit staff for carrying out the Statutory Audit services at state and district offices.

  
(M.K.Nath, IAS)

State Mission Director, RMSA  
Director of Secondary Education  
Govt. of Tripura.





OFFICE OF THE STATE MISSION DIRECTOR  
RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN

RMSA RAJYA MISSION, TRIPURA  
(DIRECTORATE OF SECONDARY EDUCATION)  
GOVT. OF TRIPURA

Old Shishu Bihar H.S. School Complex,  
Agartala, Tripura(West), PIN - 799001

Telephone / Fax: +91-381-2300073, e-mail: rmsatripura@gmail.com

**ELIGIBILITY CRITERIA:**

The interested CA Firms are advised to read and understand the eligibility criteria mentioned here under before submitting their tender:

1. The CA firm will require to provide their latest certificate of firm constitution.
2. The CA firm should have to be empanelled with C&AG office (Copy of self attested empanelment certificate is required to be submitted)
3. The CA firm should have at least one partner having CA qualification and registered with ICAI. (Copy of self attested documents issued by ICAI is required to be submitted)
4. The CA firm will require to submit latest Income tax and service tax return duly acknowledged by the concern authority.
5. The CA firm should have at least 03 years experience in audit and preparation of accounts of autonomous bodies/Statutory bodies/ PSUs/ Government organization (Copy of self attested relevant experience certificate is required to be submitted)
6. The annual turnover of the interested CA firm should not be less than Rs.30.00 lakh in each of the last three financial years i.e. 2013-14, 2014-15 & 2015-16.
7. The firm should have valid registration no, PAN no & Service tax Registration no (Copy of self attested is required to be submitted)

**Scope of Work:**

The audit programme will cover checking of books of accounts, vouchers and all financial reports including Expenditure Statement (Component wise) , Bank Reconciliation Statement, Cash Analysis of all schemes of Integrated RMSA (RMSA, Girls Hostel, IEDSS & ICT @ School Project) & Model School for all districts and State office of RMSA.



OFFICE OF THE STATE MISSION DIRECTOR  
RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN

RMSA RAJYA MISSION, TRIPURA  
(DIRECTORATE OF SECONDARY EDUCATION)  
GOVT. OF TRIPURA

Old Shishu Bihar H.S. School Complex,  
Agartala, Tripura(West), PIN - 799001

Telephone / Fax: +91-381-2300073, e-mail: rmsatripura@gmail.com

**Terms & Condition:**

1. Each page of tender documents is required to be signed by the Chartered Accountant. The supporting documents/certificates are also be signed by the Chartered Accountant.
2. Tenders without Earnest Money Deposit (EMD) will be instantly rejected. The Earnest Money Deposit of the unsuccessful tenderers will be refunded without interest after observing formalities.
3. The Earnest Money Deposit (EMD) of successful bidder will be converted in to Security Deposit amount for the contract and will be refunded on the request of the bidder after completion of the work. No interest will be paid on the security deposit.
4. The tender documents should be written legibly and free from erasing, corrections & overwriting, otherwise the bid will be rejected.
5. RMSA reserves the right to cancel the tender process at any time without assigning any reason before the selection of Statutory Auditor and the tenders shall not be entitled to claim any damage or compensation whatsoever due to such cancellation.
6. Technical bid and financial bid shall be submitted in one sealed envelop.
7. The firm should not have been implicated or convicted by any court of law or by any other authority or no adverse orders has/have been passed against the firm by any regulatory authority.
8. No investigation by regulatory authority should be pending against the firm.
9. The firm should not be barred from appointment by any Govt and/or semi govt. entities.
10. No TA/DA shall be admissible during the course of carrying out of the audit.





OFFICE OF THE STATE MISSION DIRECTOR  
RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN

RMSA RAJYA MISSION, TRIPURA  
(DIRECTORATE OF SECONDARY EDUCATION)  
GOVT. OF TRIPURA

Old Shishu Bihar H.S. School Complex,  
Agartala, Tripura(West), PIN - 799001  
Telephone / Fax: +91-381-2300073, e-mail: rmsatripura@gmail.com

**TECHNICAL BID**

**ANNEXURE-A**

**Engagement of Chartered Accountant Firm for Preparation of Annual  
Accounts of Integrated Rashtriya Madhyamik Shiksha Abhiyan, Tripura  
State for the F.Y.2016-17:**

**1) Details of CA firm:**

|       |   |                            |
|-------|---|----------------------------|
| A.    | Name of the CA Firm   |                            |
| B.    | Official address of the firm with complete contact details  |                            |
| (i)   | Telephone No:   |                            |
| (ii)  | Mobile No:  |                            |
| (iii) | Email Address:  |                            |
| C.    | Whether the firm is registered with ICAI, if so given registration no.                            |                            |
| D.    | PAN No. (Copy Enclosed)   |                            |
| E.    | Service Tax Registration No. (Copy Enclosed)  |                            |
| F.    | List of Major Audit carried out during the last three years                                       | <b>Refer to Annexure-B</b> |
| G.    | Whether the firm is/was implicated or convicted by any court of law or by any other authority.    |                            |
| H.    | Whether any adverse order has been passed against the firm by any regulatory authority.           |                            |
| I.    | Whether investigation by regulatory authority is/are pending against the firm                     |                            |
| J.    | Whether the CA firm has ever been barred from appointment by any Govt and/or semi govt. entities. |                            |

*(Signature)*

OFFICE OF THE STATE MISSION DIRECTOR  
RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN

RMSA RAJYA MISSION, TRIPURA  
(DIRECTORATE OF SECONDARY EDUCATION)  
GOVT. OF TRIPURA

Old Shushu Bihar H.S. School Complex,  
Agartala, Tripura(West), PIN - 799001

Telephone / Fax: +91-381-2300073, e-mail: rmsatripura@gmail.com



2. Details of Proprietor/ Partner (as on closing date of tender):

| SL no | Name & Contact No | Membership no | Designation | Qualification (ACA/FCA) | Date of Joining of the firm |
|-------|-------------------|---------------|-------------|-------------------------|-----------------------------|
|       |                   |               |             |                         |                             |
|       |                   |               |             |                         |                             |
|       |                   |               |             |                         |                             |

(Attach extra page if required)

3. **Details of Staff Member:**

- a. No. of qualified staff to be deployed for the purpose  
With qualification :

**Enclosure:**

1. Qualification Certificate of partners as (SL No-02) as per ICAI records.
2. Declaration about the truth and the correctness of data submitted in the letter head of the firm.

**For,**

**Name of the firm:**

**Chartered Accountants**

**(CA.....)**

**Prop/Partner**

**Membership no**



OFFICE OF THE STATE MISSION DIRECTOR  
RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN  
RMSA RAJYA MISSION, TRIPURA  
(DIRECTORATE OF SECONDARY EDUCATION)  
GOVT. OF TRIPURA

Old Shishu Bihar H.S. School Complex,  
Agartala, Tripura(West), PIN - 799001  
Telephone / Fax: +91-381-2300073, e-mail: rmsatripura@gmail.com

**ANNEXURE-B**

**List of major Audit carried out during last three years:**

| Name of the organization and particulars of the assignment | Period of work |    |
|--|----------------|----|
|  | From           | To |
|  |                |    |
|  |                |    |
|  |                |    |
|  |                |    |
|  |                |    |

**(Attach extra page if required)**

Enclosure:

1. Dully signed copy of the scope of work.

**Signature of CA firm with Seal**





**OFFICE OF THE STATE MISSION DIRECTOR  
RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN**

RMSA RAJYA MISSION, TRIPURA  
(DIRECTORATE OF SECONDARY EDUCATION)  
GOVT. OF TRIPURA

Old Shishu Bihar H.S. School Complex,  
Agartala, Tripura(West), PIN - 799001  
Telephone / Fax: +91-381-2300073, e-mail: rmsatripura@gmail.com

**FINANCIAL BID**

| Particulars  | Amount(Rs)   |
|--|--|
| <b>Estimated Annual professional fees</b> for Audit and Preparation of Annual accounts of Integrated Rashtriya Madhyamik Shiksha Abhiyan, Rajya Mission (RMSA, IEDSS, Girls Hostel & ICT @ School Project) & Model School (All district and Head office) for the expenditure incurred during the Financial year 2016-17. | <b>Rs.18.00</b><br>(Rupees Eighteen) only<br><b>per lakh</b> |

**ANNEXURE-C**

The interested CA firm may quote their professional fees (all inclusive) in the following format:

| Sl no | Particulars   | Amount(Rs) |
|-------|---|------------|
| 01    | Annual professional fees for Audit and Preparation of Annual accounts of Integrated Rashtriya Madhyamik Shiksha Abhiyan, Rajya Mission (RMSA, IEDSS, Girls Hostel & ICT @ School Project) & Model School (All district and Head office) for the expenditure incurred during the Financial year 2016-17. |            |

(Rupees.....) only