

No.F.3 (69-18)/TESIS/CEO/AGT/2020/424-28
Office of the Chief Executive Officer
Tripura Employees' State Insurance Society
Shram Bhawan, Office Lane, Agartala.

Dated, Agartala, 02/04/2025

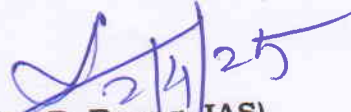
Invitation for Expression of Interest (EOI)

Sealed Expression of Interest (EOI) is hereby invited from the Chartered Accountants / Firms of Chartered Accountant empanelled with C&AG from Tripura for Audit of Accounts of **the Tripura Employees' State Insurance Society for the FY 2024-25**. The selection of the Chartered Accountant / Firm of Chartered Accountant shall be made through Financial Bid only.

1. **Last date of receipt of EOI paper:-** 10th April, 2025 up to 4:30 PM.
2. **Opening of EOI paper:-** 11th April, 2025 at 3:00 PM, if possible

EOI with bids may be submitted at Office of the undersigned between 10:30 AM to 4:30 PM in all working days from the date of issue of the EOI to 10th April, 2025.

The detailed EOI is available in the State Portal, Departmental website of the Labour Directorate, Agartala and Notice Board in the O/o the undersigned.


(D. B. Reang, IAS)
Chief Executive Officer

Copy to:

1. The P.S to Secretary, Labour Deptt, Govt. of Tripura for kind information to the Secretary (Chairman, Executive Committee, Tripura ESI Society).
2. The Director, Directorate of Information & Technology, Govt. of Tripura for kind information with a request to upload the same along with the detailed EOI in the State Portal.
3. The Editor, Dainik Sambad / Syandan Patrika, Agartala - with a request to publish the same in your esteemed daily newspaper on 03/04/2025 for wide publicity.
4. The In-charge, IT Section, Labour Directorate, Agartala - with a request to upload the same along with the detailed EOI in the Departmental website.

DETAILED EoI

Expression of Interest (EoI) is hereby invited from the Chartered Accountants /Firm of Chartered Accountants empanelled with C&AG from Tripura for Audit of Accounts of **the Tripura Employees' State Insurance Society for the FY 2024-25.**

Terms of Reference for engagement of a Chartered Accountant /Firm of Chartered Accountant for Conducting Audit of the Tripura Employees' State Insurance Society for the FY 2024-25.

SCOPE OF WORK:-

Detailed activities of the services are as follows:-

- a) Reconciliation of all Bank Accounts.
- b) Ensure all financial transactions are recorded in Cash Book and reflected in Pass Book and any deviation is to be reported to the authority immediately.
- c) Ensure correctness of accounts and suggest necessary action points, if any for rectification of same.
- d) After completion of the assigned work, the CA Firm shall mandatorily give the Audit report and audited accounts.

1. TIME PERIOD OF ENGAGEMENT:-

The selected Chartered Accountant /Firm of Chartered Accountant will act as Auditor of Accounts for the Financial Year 2024-25. Authority reserves the right to discontinue the services of the Chartered Accountants /Firms of Chartered Accountant at any time during the period by serving without showing any reason.

TIME SCHEDULE:-

The selected firm should submit the Audit report and Audited Accounts for the Financial Year 2024-25 within 10(ten) days from the date of engagement /appointment.

REPORTING:-

The Firm shall submit the Audit Report of 2024-25 to the Chief Executive Officer, Tripura Employees' State Insurance Society (TESIS), Agartala.

Place of submission of Tender/Quotation:-

Office of the Chief Executive Officer, Tripura Employees' State Insurance Society, Shrama Bhawan, Office Lane, Agartala.

Place of Audit:-

Office of the Chief Executive Officer, Tripura Employees' State Insurance Society, Shrama Bhawan, Office Lane, Agartala, West Tripura, Pin-799001.


2/4/25

2. QUALIFICATION CRITERIA OF THE CA FIRM:-

The bids of only those firms will be considered, which satisfy the following eligibility criteria:

- Bonafide Chartered Accountant Firm from Tripura and all the communication to the firm will be made to that Head office address only.
- The firms must be empanelled with the O/o the C&AG.
- Must Registered with the Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and GST Registration.
- Should have minimum of 3 years of experience after its registration.
- Submit relevant documents duly attested by authorized signatory in support of the eligibility criteria given above.

3. PAYMENT TERMS:-

The payment against the services to be provided by the firms is subject to the following terms and conditions:

- a. **Minimum audit fee is Rs. 7,000/- (excluding GST).**
- b. The price quoted by the firms, should be valid for the entire contract period.
- c. GST will be paid at the applicable rate.

4. SUBMISSION OF Eoi:

- i. All supporting document duly signed with seal of the authorized Partner/ Proprietor of Firm should be submitted with the Financial Bid in Annexure-A in sealed cover super scribed as "**Eoi FOR AUDIT OF ACCOUNTS OF THE TRIPURA EMPLOYEES' STATE INSURANCE SOCIETY for the Financial Year 2024-25**".
- ii. The Eoi paper should reach the office address latest by 10.04.25 upto 4 .30 P.M. Eoi paper received after the due date and time shall be rejected.
- iii. Date & time of opening of Bid is 11.04.2025 at 3.00 P.M, if possible. The interested bidders or their authorized representatives may remain present at time of opening of bid(s).
- iv. The authority reserves the right to accept or reject any or all the offers received or cancel the bidding process at any stage prior to award of contract and without assigning any reason thereof.

5. EVALUATION OF TECHNICAL BIDS:

- i. The Technical Bid along with supporting documents received by Tripura ESI Society Authority and those meeting the above criteria will be considered.
- ii. The CA Firm quoting lowest rate shall be considered for selection as the Auditor of Accounts of Tripura Employees' State Insurance Society for the year 2024-25.
- iii. If more than one firm quotes same fees then maximum average turnover of last three Years shall be considered and selected to win the bid.


(D. B. Reang, IAS)
Chief Executive Officer

ANNEXURE-A**QUALIFICATION-CUM-TECHNICAL BID****(FY: 2024-25)****[TO BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTINGS AS INDICATED]**

Sl. No.	Particulars	Firm's Strength and Capacity	
		Name & Address of Firm	
1	Chartered Accountant Firms	Name & Address of Firm	
		Name and address of the Authorized Partner(s)	
		Mobile No.	
		Email Id: (Submit copy of supporting document regarding address)	
2	Qualification Criteria		
a)	The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) for minimum 05 years	(Submit copies of the registration certificates)	
b)	The CA Firm should be empanelled with C&AG	(Submit copy of the empanelment letter issued by the O/o the C&AG)	
c)	Permanent Account Number (PAN) under Income Tax Act and registration number under GST Act.	(Submit copy)	
d)	Average Gross Professional Fee received/earned by the CA Firm for the last 3(three) years	(Submit Audited Accounts/ Turnover Certificate copy and copy of Income Tax Return)	
e)	The Firm should have at least 3 years experience	(Submit copy of Work orders as evidence)	
f)	Details of partnership Firm, if applicable	No. of Partners: Nos. (in figure): Nos. (in words):	

Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time, Tripura ESI Society is at liberty to reject the proposal /work awarded to this CA Firm.

Signature of the CA/ Firm of CA:

Date:

Place:

ANNEXURE- B

**FINANCIAL BID*
(FY: 2024-25)
(TO BE FILLED IN BY BIDDER)**

PRICE QUOTATION FORMAT

Name of the Firm of Chartered Accountant:-

Sl. No.	Name of the Work	Proposed Total Amount (in Rs.)**
01	Audit fees	
	Add: GST	
	Total	

(In words.....)

* The above quoted fee is inclusive of Professional Fee, Taxes and Cost of manpower i.e Travelling, lodging and food etc.

** Tampering in amount will not be considered.

We are agreed to all the tender conditions and payment terms and the fee quoted above by the CA Firm will not change during the contract period.

Signature of the CA/ Firm of CA:
Date:
Place: