



MAHARAJA BIR BIKRAM UNIVERSITY

P.O: Agartala College – 799 004

Dial: (0381) 251 2250, 251 2252, 251 2254

Email: mbbuniversityagt@gmail.com

No.F.7(1)/MBBU/Audit/2017/ 4823

November 18, 2024

**EXPRESSION OF INTEREST FOR ENGAGEMENT OF  
C&AG EMPANELLED CHARTERED ACCOUNTANT FIRM**

On behalf of the MBB University, sealed quotations are hereby invited from the C & AG empanelled Chartered Accountant Firms for Statutory Audit of Accounts, e-TDS, Income Tax and GST works of Maharaja Bir Bikram University, Agartala, West Tripura for the Financial Year 2025-26. The quotation to be sent/submitted to the Office of the Registrar, MBB University, College Tilla, Agartala-799004 **on or before December 18, 2024 up to 5.00 PM** (except holidays). Technical Bid will be opened on December 20, 2024 at 11.00 AM, if possible.

Detailed notice and terms & conditions along with quotation papers will be seen & downloaded from the MBB University website <https://mbbuniversity.ac.in>.

(Dr. Sumanta Chakrabarti)

Registrar

18/11/24

18/11/2024

Sumanta Chakrabarti  
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No.F.7(1)/MBBU/Audit/2017/ 4820-22

November 18, 2024

**EXPRESSION OF INTEREST FOR ENGAGEMENT OF  
C&AG EMPANELLED CHARTERED ACCOUNTANT FIRM FOR  
STATUTORY AUDIT OF ACCOUNTS AND e-TDS, INCOME TAX & GST  
WORKS OF MAHARAJA BIR BIKRAM UNIVERSITY**

Sealed quotations are hereby invited from the C&AG empanelled Chartered Accountant (CA) Firm for Statutory Audit of Accounts, e-TDS, Income Tax and GST works of Maharaja Bir Bikram University, Agartala, West Tripura for the Financial Year 2025-26. The proposal should be submitted in one big envelope super scribed “**Engagement of C&AG empanelled Chartered Accountant Firm for Statutory Audit of Accounts, e-TDS, Income Tax and GST works of MBB University**” containing two separately sealed small envelopes, one for “Technical Bid” and another for “Financial Bid”. The EOI to be sent/submitted to the Office of the Registrar, MBB University, College Tilla, Agartala-799004 on or before **December 18, 2024** up to 5.00 PM (except holidays).

Technical Bid will be opened on December 20, 2024 at 11.00 AM, if possible. Only the technically qualified CA (Chartered Accountants) Firms’ Financial Bids will be opened on a specific date & time and the same will be informed to the qualified Firms later on.

Detailed terms & conditions along with quotation papers will be available on MBB University website <https://mbbuniversity.ac.in>.

  
(Dr. Sumanta Chakrabarti)  
Registrar

Copy to:

- 1) PA to the Vice-Chancellor, MBB University, Agartala.
- 2) The Drawing & Disbursing Officer, MBB University, Agartala.
- 3) Assistant Registrar, MBB University, Agartala with a request to upload the EOI (Expression of Interest) on MBB University website.

## **(1) EVALUATION OF QUOTATIONS:**

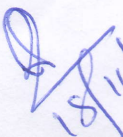
- (a) The technical quotations received by the MBB University and those meeting the criteria, will be considered.
- (b) After opening of the technical quotations in presence of the representative of the firms who remain present on the date and time of opening of Technical Bid at MBB University, a list will be prepared for qualified CA Firms by the Tender Committee (TC) of MBB University.
- (c) Only the technically qualified CA Firm's Financial Bids will be opened in presence of the representative of the Firm's on the date and time of opening of the Financial Bids and the same will be informed to the qualified bidders.
- (d) After opening of the Financial Bids of the technically qualified bidders, a Comparative Statement will be prepared by the Tender Committee (TC) of MBB University for evaluation of the Financial Bids. The Financial Bids of the technically unqualified bidders will not be opened for final evaluation.
- (e) If two or more bidder quote same rate, then experience of Firm (Old date of constitution of Firm) as mentioned in ICAI Registration Certificate and average higher Turnover of firm of last 03 (three) Financial Years to be considered.

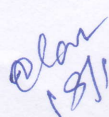
## **(2) SCOPE OF WORK:**

Detailed activities of the services mentioned in scope of work are as follows:

### **A) Audit of Accounts of MBB University:**

- i) Verification & Checking of financial transactions from Vouchers, Cash Book, Ledger and all other Registers etc.
- ii) Reconciliation of all Bank Accounts and Bank Ledgers etc.
- iii) Ensure all financial transactions are recorded in Cash Book and reflected in the Pass Books/Bank Statements and any deviation is to be reported to the authority immediately.
- iv) Ensure correctness of accounts and suggest necessary action points, if any for rectification of the same.
- v) Recommendation for more effective and efficient use of resources.
- vi) After completion of the assigned work, the CA Firm shall mandatorily give the final completion report to the MBB University.
- vii) Audit of different projects/seminar/conference/workshops etc. of MBB University as and when required.
- viii) Guide & advice MBB University to improve accounting and audit system.

  
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**B) e-TDS and Income Tax matters of MBB University:**

- i) Preparation & filling of quarterly Income Tax e-TDS (*Employees & Contractors*) returns (1<sup>st</sup> Quarter *April to June*, 2<sup>nd</sup> Quarter *July to September*, 3<sup>rd</sup> Quarter *October to December* & 4<sup>th</sup> Quarter *January to March*) within applicable due date along with timely submission of Form 16 (Part-A &B), Form 16A to the MBB University and Income Tax related other works and consultation time to time.
- ii) To advice/guide/suggest MBB University in all the Taxation & Income Tax related matters as and when required.

**C) GST matters of MBB University:**

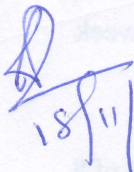
- i) Preparation and filling of GST (monthly) returns (*Deductor/Tax payers*) within due date and GST related all other works and consultation time to time.
- ii) To advice/guide/suggest MBB University in all the Taxation & GST related matters as and when required.

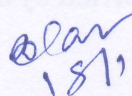
**(3) TIME PERIOD OF ENGAGEMENT:**

The selected CA Firm will act as Auditor & complete e-TDS, Income Tax and GST works of MBB University for one (01) Financial Year 2025-26 which may be renewed for another two (02) Financial Years on satisfactory completion of the assigned works. MBB University reserves the right to discontinue the services of the CA (Chartered Accountant) Firm at any time during the period by serving one week notice.

**(4) TERMS AND CONDITIONS:**

- (i) The CA Firm must have registered Office at Agartala, West Tripura and all the communication to the Firm will be made to that Office address only.
- (ii) Registered with the Institute of Chartered Accounts of India (ICAI) and have Income Tax Permanent Account Number (PAN) & GST Registration Number. Also the CA Firm should be empanelled with Comptroller and Auditor General of India (C & AG) and valid copies of the documents should be submitted.
- (iii) Have at least 3 (Three) years of external audit experience in similar kind of Central or State Level Govt. Institutions/Govt. Departments/Autonomous Bodies/PSUs/ Universities/Colleges etc.
- (iv) Not have been blacklisted by any Govt. or any other Organization. Authorized Signatory(s) of the Firm to submit an undertaking to this effect.

  
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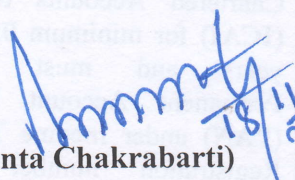
  
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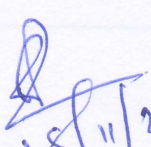
- (v) Copies of latest Work Orders received from any Government Departments/ Autonomous Bodies/ PSUs/Universities/Colleges etc. have to be submitted along with the EOI.
- (vi) The Audit of the Accounts of Maharaja Bir Bikram University shall be carried out in the Office at Administrative Building of the Maharaja Bir Bikram University, Agartala, Tripura (W).
- (vii) Expression of Interest (EOI) should be accompanied with Cost of quotation papers (Non-refundable) of **Rs 500/- (Rupees Five hundred)** only and Earnest Money Deposit (EMD) of **Rs 3,000/- (Rupees Three thousand)** only in the shape of Demand Drafts (DD) issued by any Nationalized Bank in favour of **“DDO, Maharaja Bir Bikram University”** payable at Agartala. **EOI without Cost of quotation papers & EMD Fee will be summarily rejected.**
- (viii) The Cost of quotation papers and EMD drafts should be put in the Technical envelope. The technical bid should not contain any indication of price offered; else the entire bid will be rejected.
- (ix) Quotations received after the last date and time stipulated in the notice are liable for rejection.
- (x) Date & time of opening of the Technical Bid is December 20, 2024, 11.00 AM at Administrative Building of MBB University, if possible. The interested bidders or their authorized representatives are requested to remain present at the time of opening of Technical Bid.
- (xi) Separate rate is to be quoted in figures and words for Auditing of Annual Accounts of Maharaja Bir Bikram University, different Projects/Seminar/Conferences/Workshops etc., e-TDS, Income Tax and GST works of the University.
- (xii) The price quoted by the firms should be valid for the entire contract period. Payment shall be made at agreed rates. No price variation would be allowed during the entire contract period.
- (xiii) The filling of the returns of e-TDS (Income Tax//GST) would be as per Acts/Rules/Guidelines of the Income Tax & GST.
- (xiv) TDS will be deducted as per Income Tax Act/Rule.
- (xv) GST will be paid at prescribed rates.
- (xvi) The selected Chartered Accountant (CA) Firm will act as Statutory Auditor and complete e-TDS, Income Tax and GST works of MBB University for one **Financial Year 2025-26** which may be renewed for another 02 (two) Financial years (**FY 2026-27 & 2027-28**) on satisfactory completion of the assigned works. MBB University, reserves the right to discontinue the services of the Chartered Accountant Firm at any time during the period by serving one week notice.

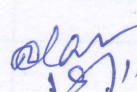
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- (xvii) **Submit offers as per given Annexure A, B & C. Any alteration is made in the given forms will be treated as incomplete offer and is liable to be rejected.**
- (xviii) The selected CA Firm should submit the Audit Report for the Financial Year (s) within 15 working days from the date of assignment.
- (xix) The Firm shall be given access to all information relevant for the purpose of conducting the Audit. This would normally include books of accounts, all documents, correspondence and other information associated with MBB University during the Financial Year(s).
- (xx) The authority reserves the right to accept or reject any or all the offers received or cancel the process at any stage prior to AOC (Award of Contract) and without assigning any reason thereof.
- (xxi) All pages of this EOI (Expression of Interest) should be duly signed by the bidder or authorized signatory as a token of acceptance of all the terms and conditions of the EOI (Expression of Interest).
- (xxii) Submit relevant documents duly attested by authorized signatory in support of the eligibility criteria given above.

  
 (Dr. Sumanta Chakrabarti)  
 Registrar

  
 18/11/24

  
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Name of the Assignments	Name of the Firm	Year

**ANNEXURE -A**  
**QUALIFICATION CUM TECHNICAL QUOTATION**  
*[To Be Filled In By Quotationer And Enclose Supporting As Indicated]*

Sl No	Particulars	Firm's Strength and Capacity	
1	Chartered Accountant Firm	Name & Address of the Firm	
		Date of Establishment of the Firm	
		Contact No (Telephone /Mobile)	
		Email ID	
		<i>(Submit copy of supporting document regarding address)</i>	
2	Details of EMD & Cost of quotations papers		
3	<b>Qualification Criteria</b>		
a)	The CA Firm should be registered with the Institute of Chartered Accounts of India (ICAI) for minimum 05 (Five) years and must possess Permanent Account Number (PAN) under Income Tax and Registration number under GST.	Mention Registration Number and Date of Registration (ICAI) <i>(Submit copy of the Registration Certificate)</i>	
		PAN No. of the CA Firm <i>(Submit Copy)</i>	
		GST Registration No. <i>(Submit copy)</i>	
		Copies of last 03 Financial years IT returns (FY 2021-22, FY 2022-23 & FY 2023-24).	
b)	The CA Firm should be empanelled with Comptroller and Auditor General of India (C & AG)	Empanelment Number <i>(Submit copy)</i>	
c)	Provide copies of the Audited Financial Statements of last three (03) Financial years along with IT Returns i.e. FY 2021-22, FY 2022-23 & FY 2023-24.		

d)	The Firms should have at least 03 (three) years experience.	Year	Name of Assignment	Name of client	Nature of the Assignments
<i>Attach copy of work orders as evidence.</i>					

Certified that the above particulars are correct and in the event of any information found to be incorrect; be it at any time MBB University is at liberty to reject the proposal/work awarded to this CA Firm.

Date:  
Place:

**Signature of the authorized signatory with seal**

- Provide copies of the Audited Financial Statements of last three financial years & IT Returns.

**ANNEXURE-B**

**FINANCIAL OFFER\***

(To be filled in by bidder)

**PRICE QUOTATION FORMAT**

Name of the FIRM \_\_\_\_\_

Name of the Work \_\_\_\_\_

Sl No.	Name of Work	Total Amount (in Rs)	
		Figures	Words
1	i) Annual Professional Fee for Statutory Audit of Accounts of MBB University Rs.....		
	ii) GST @ .....% (if any) Rs.....		
2	i) Audit Fee for each project/workshop/seminar/conference etc. of MBB University Rs .....		
	ii) GST @ .....% (if any) Rs .....		
3	i) Annual Professional Fee for e-Filing (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> Quarter) of income tax & other tax related works along with advice/ assistance/guide etc. of MBB University Rs.....		
	ii) GST @ .....% (if any) Rs .....		
4	i) Annual Professional Fee for GST e-filing & other GST related works along with advice/assistance/guide etc. of MBB University Rs .....		
	ii) GST @ .....% (if any) Rs.....		
<b>Grand Total Amount (in Rs)</b>			

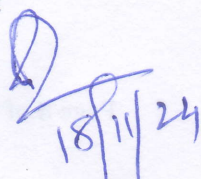
(Rupees ..... only)

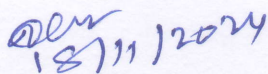
The above quoted fees are inclusive of Professional Fees, Taxes and all other Costs. I/We am/are agreed to all the EOI terms & conditions and payment terms and the Fees quoted above by the CA Firm will not change during the entire contract period.

Signature of the authorized signatory with seal

Date:

Place:

  
18/11/24

  
18/11/2024



**ANNEXURE-C**

**DECLARATION**

*(To be submitted by the Bidder in Letter Head)*

I/we have not been suspended /blacklisted by any State or Central Government Department/ Organization/University/College/Educational Institution etc.

I/We have read and agreed with all the terms and conditions included in the EOI and Offer to execute the works at the rates quoted by me/us in the Financial Bid.

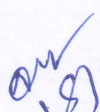
Notwithstanding anything mentioned in our Offer, I/we hereby accept all the terms and conditions of this EOI and I/we do not have any deviation to this bid enquiry. We hereby undertake and confirm that we have understood the scope of service properly and shall be carried out as mentioned in this bid enquiry.

The information furnished in this bid is true and correct to the best of my/our knowledge and belief

Date:  
Place:

**Signature of the authorized signatory with seal**

  
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