

No. F. 25(1)/TUTCL/2015/Vol-II / (Shadow) / 236

Dated: 31/07 /2017

NOTICE INVITING EXPRESSION OF INTEREST

The Tripura Urban Transport Company Limited is invited this short Expression of interest (EOI) from the experienced Chartered Accountant firms located within Tripura for conduct of compilation of accounts for the financial Year 2016-2017 of Tripura Urban Transport Company Ltd. (TUTCL). The Purchased of EOI document is 01.08.2017 to 04.08.2017 and date of submission is 06.08.2017 up to 3pm and EOI will be opened on the same day at 4pm. The official address for correspondence and submission of bid is MD,TUTCL,CITYCENTRE COMPLEX, 4TH FLOOR, AMC BUILDING PARADISE CHOWMUHUNY, AGARTALA, TRIPURA (W) PIN: 799001.The main task to be fulfilled by the selected firms for compilation of account of TUTCL are given below in brief-

(1)Preparation of Balance Sheet & Profit and Loss account for the Financial Year 2016-17 including schedules, adjustments entries (2)Preparing of consolidated General Ledger, consolidated journal and consolidated Trial Balance including submission of returns to Income Tax Department(3)Balance Sheet abstract & General Business Profile(4)Notes on accounts.(5)Significant accounting policies(6) All Accounts shall be done using Tally software and all other statement and register shall be done on MS Excel(7)Preparation of Fixed Asset register, Fixed Deposit Register, Stock statement, Statement of Work in progress, Statement of Central and State Government Sponsored Scheme & its utilization statement, List of creditors, List of Debtors, List of EMD & Security deposit(8)Preparation register of assts created out of grant and depreciation thereof. Affect should be given in the books of accounts (9) Any other works related to preparation of accounts of the company as per statutory accounting procedures of the Companies Act and requirement of CAG as directed by the Managing Director, TUTCL

TERMS AND CONDITIONS:

1. A brief note on the resource of the firm indicating its year of establishment, experience, qualification & strength of professionals is to be communicated. The firm must be a CAG empanelled Auditors as per the latest notified panel of C&AG.
2. The firm must have a registered office in Agartala (not branch office) and all communication to the firm will be made to that office address only.
3. The envelope should super-scribed as "EOI for compilation of accounts for the financial Year 2016-17". The section of the firm will solely rest on the discretion of the Authority.
4. The Expression of interest (EOI) should contain "D" call for Rs. 5,000.00/- (Rupees Five thousand) only deposited in favour of MD-TUTCL on any nationalized bank. The "D" call will be refunded to the unsuccessful bidder and also to the successful bidder on completion of the work. The D, call amount will be forfeited into TUTCL account on failure/non-fulfilment of given task by TUTCL by the selected bidders
5. The interested Chartered Accountant firms are to submit their Expression of interest (EOI) addressed to the undersigned clearly indicating the terms of referrence, fees chargeable.
6. Minimum fees will be Rs. 25,000.00 (Rupees Twenty five thousand) only for this assignment.
7. The duration of completion of accounts and submit final report is 25days from LOA.
8. No advance payment, part payment to be made. 100% of the fees charged will be paid after conclusion of the assignment and submission of bill.
9. The final selection will be made as per terms and condition as given above with lowest amount quoted by the bidder.
10. Managing Director reserves the right to cancel even to the lowest bidder if it does not fulfil the criteria as required for compilation of accounts.

(Ratan Biswas) 31/07
MANAGING DIRECTOR, TUTCL

Copy to:

1. The Marketing Manager, Tripurainfo.com, Agartala for hosting this EOI notice in the website of Tripurainfo.com.
2. The Assistant Manager (F) TUTCL for information.
3. Notice Board of this office.

MANAGING DIRECTOR, TUTCL