

GOVERNMENT OF TRIPURA
DIRECTORATE OF HIGHER EDUCATION
1st FLOOR, SHIKSHA BHAVAN, OFFICE LANE
AGARTALA, TRIPURA (W), PIN: 799001

No.F.11 (1-1)-DHE/STAT/2023(L-II)/2756

Dated: Agartala, the 18/07/2025

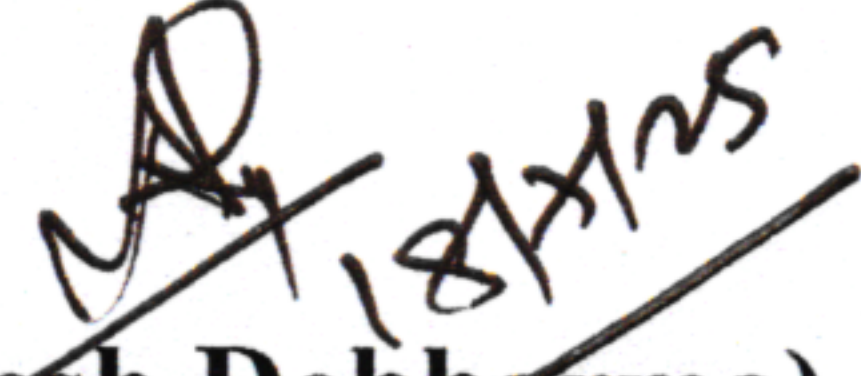
Short Notice Inviting Quotation

Sealed quotations are invited from reputed CA Firms for Verification and Certification of Utilization Certificate of Expenditure for All India Survey on Higher Education (AISHE) grant-in aid under HESPIS Scheme from FY 2023-24 to 2024-25 in the office of the Directorate of Higher Education, 1st Floor Shiksha Bhavan, Office Lane, Agartala, Tripura.

The detailed terms & conditions are available in the web-site of Higher Education Department <https://highereducation.tripura.gov.in>. The quotations should reach to the undersigned on or before **25/07/2025 at 3-00 P.M** during office hours positively.

Sd/-

(Animesh Debbarma)
Addl. Secretary & Director
Education (Higher) Department, Tripura
Shiksha Bhavan, 1st Floor
Office Lane, Agartala-799001.


(Animesh Debbarma)
Addl. Secretary & Director
Education (Higher) Department
Govt. of Tripura

Copy to:-

1. The Editor, Dainik Sambad, Jagannath Bari Road, Agartala with a request to publish the advertisement in your local daily on **20/07/2025 (Sunday)** and send the bill in duplicate for arranging payment.
2. The State Nodal Officer (SNO), AISHE for information and necessary action.
3. The BO (IT) for uploading the tender notice in the official website of the Directorate of Higher Education.

Invitation of short quotation from reputed CA Firms for Verification and Certification of the Utilization Certificate of Expenditure for All India Survey on Higher Education (AISHE) grant-in-aid under HESPIS Scheme from FY 2023-24 & 2024-25 in the office of the Directorate of Higher Education, 1st Floor Shiksha Bhavan, Office Lane, Agartala, Tripura.

Sealed Quotations are hereby invited by the undersigned for Engagement of CA Firm for Verification and Certification of Utilization Certificate and Statement of Expenditure for All India Survey on Higher Education (AISHE) grant-in aid under HESPIS Scheme from FY 2023-24 to 2024-25, as per terms & conditions mentioned below. The filled quotations along with all the required documents must reach the office of the undersigned on or before 25/07/2025 03:00 PM. The Envelope containing the quotation would please be sealed and super scribed as under:-

Quotation for Engagement of CA Firm for Verification and Certification of Utilization Certificate and Statement of Expenditure for All India Survey on Higher Education (AISHE) grant-in aid under HESPIS Scheme from FY 2023-24 to 2024-25.

1. Terms & Conditions:

- A. The quotations if received after this deadline or if found to be without sealed cover shall not be entertained under any circumstances whatsoever. In case of postal delay this office will not be responsible. The offer submitted by Fax/Email shall not be considered and no correspondence will be entertained in this matter.
- B. Quotations must be in the enclosed prescribed Proforma on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or, their authorized representative. In case of signing of quotation by the authorized representative, letter of authorization must be attached with the quotation. Quotation must be dropped in "Quotation Box" in the Statistical Section, Directorate of Higher Education, 1st Floor, Shiksha Bhavan.
- C. Qualification criteria: Only registered firms located in Tripura fulfilling the following conditions may apply:
 - a) The Audit Firm shall be in existence for a minimum period of 3(three) years. Copy of the Registration Certificate issued by ICAI shall be attached.
 - b) The applicant should not have been black listed/debarred/ disqualified by any Regulatory/ Statutory Body or Government entity or any International/National agency for corrupt or fraudulent practices.
 - c) The Firm should have an Office/Branch Office in Agartala.
 - d) Firm shall be registered with GST and GSTIN Certificate shall be attached.
 - e) The firm has to provide the TDS Certificate submitted by the firm along with the Quotation
 - f) A copy of the similar prior audit done by the firm shall also be attached with the quotation as Experience.

D. SCOPE OF WORKS

(i) Audit of utilization of funds.

(ii) Issue of Report separately certifying the Utilization Certificates (UC) and Statement of Expenditures (SoE) of HESPIS Scheme grants from FY 2023-24 to 2024-25 grant under All India Survey on Higher Education, HESPIS Scheme.



E. TIMING OF AUDIT.

The detailed timeline is mentioned below:

The period will start immediately after issue of Work Order and the work to be done physically in the office of the Directorate of Higher Education, 1st Floor Shiksha Bhavan, Officer Lane during the office working hours only. However, Certification may be done within one week of starting of the work.

F. Data, services and facilities to be provided by Directorate of Higher Education.

- i. The firm will be given access to all the documents required.
- ii. The auditors will be provided office space during the period of audit, if required.
- iii. No other facilities are provided except (i) and (ii) above.

G. Rates must be quoted in **Indian Rupees** as per the specified format inclusive of all Taxes as applicable.

H. Rates must be quoted including all taxes, charges etc.

I. No overwriting or striking out is permitted in the rate. If found, the quotation shall be summarily rejected.

J. The rates quoted must be valid for 45 days minimum from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.

K. Becoming L1 will not be the criteria for awarding of Work Order unless the rates are reasonable & justified.

L. The firm/agency have to satisfy the following conditions and attach self-attested copy of the same with the quotation:

- i. Firm shall be registered with the Government of Tripura / Central Government.
- ii. The firm shall have valid GST/Other taxes and IT, PAN.

M. The firm should not be black listed by any Govt. Agency/Dept./Ministry. A self-certification to be attached with the tender in this regard as per annexure -2. Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.

N. Payment Terms: Payment will be made only after successfully completion of Audit work and after inspection by Directorate of Higher Education, Tripura.

O. GST and IT will be deducted as per existing norms.

P. Director, Higher Education Department, reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the Director, Directorate of Higher Education will be final in this regard.

Enclo:

Annexure 1 (Format of price bid)

Annexure 2 (Declaration)



PRICE BID FORM

To
The Director
Directorate of Higher Education
Office lane, Agartala,

Dear Sir,

I/We Submitted the "QUOTATION for Engagement of CA Firm for Verification and Certification of Utilization Certificate and Statement of Expenditure for "All India Survey on Higher Education (AISHE) grant-in aid under HESPIS Scheme from FY 2023-24 to 2024-25"

2. I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.
3. I/We hereby offer to supply at the following rates.

Sl No	Particulars	Price/Unit Exclusive of GST (INR)	GST/ Other Taxes	Price/ Unit Inclusive of GST (INR)
	Verification and Certification of Utilization Certificate and Statement of Expenditure under AISHE (HESPIS) Scheme			

Note:-

- The Bidder must submit the GSTIN Registration and PAN Card self-attested copy with the quotation otherwise quotation will be REJECTED.
- The bidder must quoted their quotation only in above said format on the letter of firm otherwise quotation will be REJECTED.

Date _____

Place _____

(Name) _____

Name of Firm/Company/Agency _____

GSTIN No.: _____

Bank Name:- _____

Bank Account No.: _____

IFSC Code:- _____

Branch Name: _____

Phone No. _____

Email: _____

(Signature of Authorized Person) _____

Seal: _____



ANNEXURE "2"

DECLARATION REGARDING DISCIPLINARY ACTION / BLACKLISTING / DEBARRING

I/ We(Firm/Agency) hereby declare that no disciplinary action has been initiated or contemplated/ suspension of business against the firm by ICAI or any other Statutory Authority during the last three years. I/We(Firm/Agency) hereby declare that none of the partners/ employees have been convicted of any offence involving moral turpitude or has been found guilty of any economic offence. I/We(Firm/Agency) hereby declare that no appeal/ unresolved dispute/ suit/case/ application has been pending at any court in India regarding the existence of business/right to carry on practice. In case the above information found false, I/ We are fully aware that the tender/contract will be rejected / cancelled by the Directorate of Higher Education, 1st Floor, Shiksha Bhavan, Office Lane, Agartala.

Signature of the Authorized Persons.....

Name & Seal of the Company

Date.....

Place.....

Declaration

(To be furnished in the letter head of the firm / company) We hereby declare that the information submitted above is complete in all respect and true to the best of our knowledge. We understand that in case any discrepancy or inconsistency or incompleteness is found in the information submitted by us, our application is liable to be rejected.

Signature of the Authorized Persons.....

Name & Seal of the Company

Date.....

Place.....

