



TRIPURA INDUSTRIAL DEVELOPMENT CORPORATION LIMITED
(A GOVERNMENT OF TRIPURA UNDERTAKING)
Shilpa Nigam Bhavan, Khejurbagan, Kunjaban,
Agartala, Tripura, Pin-799006. CIN: U75112TR1974SGC001491

Notice for inviting EOI

From

Chartered Accountants/Cost Accountants Firms

For
Conducting Compilation of Accounts
Of

TRIPURA INDUSTRIAL DEVELOPMENT
CORPORATION LIMITED
(TIDC Ltd)

Financial Year 2025-2026



TRIPURA INDUSTRIAL DEVELOPMENT CORPORATION LIMITED
(A GOVERNMENT OF TRIPURA UNDERTAKING)
Shilpa Nigam Bhavan, Khejurbagan, Kunjaban,
Agartala, Tripura, Pin-799006. CIN: U75112TR1974SGC001491

NO-TIDC/FA/8(276)/25-26/

Dated 28/01/2026

EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED
ACCOUNTANT/ COST ACCOUNTANT FIRMS BASED IN TRIPURA FOR
COMPILATION OF ACCOUNTS OF TIDC LTD, SHILPA NIGAM
BHAWAN, KHEJURBAGAN, AGARTALA, WEST TRIPURA FOR THE FINANCIAL
YEAR 2025-2026

Sealed quotations are invited from the Chartered Accountant/Cost Accountant Firms based in Tripura for Compilation of Accounts of TIDC Ltd, Shilpa Nigam Bhawan, Khejurbagan, Agartala, West Tripura for the financial year 2025-26. The engagement of Chartered Accountants/Cost Accountants Firms shall be made through two bid systems i.e.(Technical & Financial) Separately. The Technically qualified Chartered Accountant/Cost Accountant Firms only can participate the Financial Bid.

1. Last date of receipt of Tender paper: - **11th February, 2026 upto 02.00 PM.**
2. Opening of tender paper: - **11th February, 2026 at 04.00PM, if possible.**

Detailed terms & conditions along with Tender Paper will be available in TIDC Ltd website i.e. <https://tidc.tripura.gov.in/>

OSD/DDO
TIDC Ltd

Terms of Reference for Appointing of a Chartered Accountants/Cost Accountants Firm for Compilation of Accounts of TIDC Ltd for the financial year 2025-2026

1. BACKGROUND:

TIDC Ltd is a government company registered under Companies Act, 1956. The registered address is Shilpa Nigam Bhawan, Khejurbagan, P.O- Kunjaban, Agartala, West Tripura, Pin-799006. The main activities of the company are industrial infrastructure development and providing term loan to MSME unit. TIDC Ltd is having a share in TNGC Ltd. (A joint Venture Company).

2. SCOPE OF WORK:-

Detailed activities of the services mentioned in Scope of Work are as follows:-

- a) 100% checking of vouchers, cash book, General Ledger, Rent Ledger, Loan Ledger & other registers etc.
- b) Reconciliation of all Bank Accounts and Bank Ledgers.
- c) 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.
- d) Ensure correctness of accounts and suggest necessary action points, if any for rectification of same.
- e) Prepare the Trial balance and Annual Financial Statements (i.e. Profit & Loss A/c and Balance Sheet), cash flow statement, notes on accounts and significant accounting policies of TIDC Ltd. as per companies Act 2013.
- f) Physical verification of Fixed Assets and preparation of Fixed Assets Register.
- g) Prepare the Consolidated Trial Balance, Annual Financial Statements (i.e. Profit & Loss A/c and Balance Sheet) and cash flow statement, notes on accounts and significant accounting policies of **TIDC Ltd** with **TNGC Ltd**.
- h) After completion of the assigned work, the CA Firm shall mandatorily give the compilation report.

3. TIME PERIOD OF ENGAGEMENT:-

The selected Chartered Accountant/Cost Accountant Firm will act as Compiler for one Accounting Year i.e. 2025-2026. TIDC Ltd. reserves the right to discontinue the service of the Chartered Accountant/Cost Accountant Firm at any time during the period by serving one week notice.

4. TIME SCHEDULE:-

The selected firm shall submit the compilation report for the Financial Year 2025-2026 on or before 31st May, 2026.

5. REPORTING

The Firm will submit the Compilation Report of 2025-2026 to the Managing Director, TIDC Ltd.

6. GENERAL

The Firm shall be given access to all information relevant for the purpose of conducting the compilation. This would normally include Books of Accounts, all documents, correspondence and other information associated with TIDC Ltd during the year 2025-2026.

7. QUALIFICATION CRITERIA OF THE CA FIRMS:-

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

- a. The firm must have its registered office at Agartala, and all communications shall be made only to that registered office address.
- b. The firm must be registered with the Institute of Chartered Accountants of India (ICAI) /The Institute of Cost Accountants of India (ICMAI)
- c. The firm must have a valid Income Tax Permanent Account Number (PAN).
- d. The firm must have valid GST Registration in the state of Tripura.
- e. The firm must have a minimum 2(two) years experience after registration of the firm in Tripura.
- f. The firm must have at least 3(three) years experience in compilation work of Government PSUs in Tripura.
- g. The average annual turnover of the firm during the last 3 (three) financial years should not be less than Rs.40.00 lakh.
- h. The firm should not have been blacklisted by any Government Department, PSU, or any other organization. An undertaking to this effect, duly signed by the authorized signatory of the firm, shall be submitted.
- i. Firms which are currently appointed as Internal Auditor or Statutory Auditor of this Corporation shall not be eligible to participate in the tender.
- j. The compilation team for conduct of compilation at TIDC Ltd must comprise of one CA and three Accounts staff.
- k. Submit relevant documents duly attested by authorized signatory in support of the eligibility criteria given above.

1. The Tender will be evaluated by Tender Evaluation Committee constituted by the MD, TIDCL. The method of evaluation for Technical and Financial Bids is given below. The selection of firm will be made based on combined scoring of Technical and Financial scores giving weightage of 70% and 30% respectively.

Technical bids of the firms, which meet the prequalification criteria and secure minimum of 42 marks out of 60, shall be taken up for financial evaluation. In case of non-fulfillment of any pre-qualification criteria, technical bid of the respective bidder shall be rejected.

The prospective bidders may note that only on fulfillment of above pre-qualification criteria, the technical bid may be considered for evaluation.

8. PAYMENT TERMS:-

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

- a. 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 contract period.
- b. GST will be paid at prescribed rate.
- c. TDS will be deducted as per Income Tax Act/Rule.
- d. Minimum fees will be Rs.1,20,000/- (Rupees One Lakh Twenty Thousand) only plus GST for this assignment.

9. SUBMISSION OF EOI

- i. **Annexure –A** duly filled Qualification-cum-Technical Bid along with all supporting document duly signed with seal of the authorized Partner of Firm should be submitted in one sealed envelope super scribed as – **“TECHENICAL BID”**.

- ii. **Annexure-B** duly filled Financial Bid should be submitted in a separate sealed cover super scribed as **“FINANCIALBID”**.
- iii. The above two envelopes containing Annexure-A and Annexure-B should be placed in One Covering Envelope and sealed super scribed as **“EXPRESSION OF INTEREST FOR COMPILATION OF ACCOUNTS OF TIDC LTD FOR THE FY 2025-2026”**.
- iv. The technical bid should not contain any indication of price offered; else the entire bid will be rejected.
- v. The tender paper should reach the following address latest **by 02.00PM on 11/02/2026** to the Managing Director, TIDC Ltd., Shilpa Nigam Bhawan, Khejurbagan, Agartala, West Tripura, Pin-799006. Tender paper received after the due date and time shall be rejected.
- vi. Date & Time of opening of bid is **11/02/2026 at 4.00PM**, if possible. The interested bidders or their authorized representatives are requested to remain present at the time of opening bid.
- vii. 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.

10.EVALUATION OF TECHNICAL BID

TIDC LTD will open proposal at the date, time and venue mentioned at “Important Dates and Information” sheet. Bidder’s representatives (Maximum 2 persons) may also attend the proposal opening at TIDC LTD.

The bids will be opened in the presence of bidders or their authorized representatives who choose to attend on opening date and time. Authority letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening (A Format is given in **Annexure- 3**).

In order to facilitate the Technical proposal evaluation, the technical criteria laid down along with the assigned weights have been presented in Technical Evaluation Sheet. The marking scheme presented is an indication of the relative importance of the evaluation criteria.

Bidders securing a minimum of 70% marks in the technical evaluation will only be considered for further Commercial proposal evaluation. Proposal which do not secure the minimum specified technical score will be considered technically nonresponsive and hence debarred from being considered for Commercial evaluation.

Allocation of marks for Technical competencies and on Financial Bid will be as under for evaluation of the Firm.

Sl. No.	Particulars	Marks	Allocation of Marks	Remarks
01	Experience of Firms in Tripura			
	2 Years	15	5	
	>2Years to 5years		10	
	>5 Years		15	
b)	Average Annual Turnover as mentioned in Sl. No. 7(g) of the Firm	30		
	Upto Rs.50.00 lakhs		10	
	>Rs.50.00 lakh to Rs.75.00lakh		15	
	>Rs.75.00 lakh to Rs.100.00lakh		20	
	>Rs.100.00 lakh to Rs.150.00lakh		25	
	Above Rs.150.00lakh		30	
c)	Experience of handling same type of work as mentioned in Sl.No.7(f)	30	5 each year	
	Within a period of preceding 3 years i.e. ending the Financial year 2024-25, year wise experience will be counted.			
	Sub Total (01)	75		
02.	Key Experts and Manpower			
a)	Number of Partners' in the	10		
	1Partner		5	
	>2Partners		10	
b)	Number of Full Time staff on the roll of Establishment			
	Upto 5 Staff	15	8	
	>5 to 10 Staff		10	
	>10 to 20 Staff		12	
	>20 Staff		15	
	Sub Total (02)	25		
03.	Combined Score (01+02)	100		

Opening and Evaluation of Commercial proposal

After evaluating the Technical proposal, TIDC LTD shall notify the bidders whose Technical proposal were considered and acceptable to TIDC LTD, indicating the date, time and place for opening of the Commercial proposal. Bidder's representative (maximum 2 persons) may attend the commercial proposal opening at TIDC LTD, Agartala.

Scores of the Commercial evaluation would be weighted prorata on a scale of 100 with the bidder with the lowest commercial quote getting 100. These commercial scores would then be added up with the score of the technical evaluation and the bidder getting the maximum total score out of 100 would be considered as the successful bidder (i.e. L1 bidder).

Formula for Final Proposal Evaluation is

$$B_m = 0.7(TM) + 0.3(F_n)$$

$$F_n = (F_{\min}/F_b) * 100$$

Where,

B_m is the total marks of the bidder in consideration

TM is Technical Marks of the bidder in consideration

F_n is Normalized financial score of the bidder in consideration

F_b is Evaluated Cost of the bidder under consideration

F_{\min} is minimum evaluated cost of any bidder.

ANNEXURE-A

**QUALIFICATION-CUM-TECHNICAL BID
[TO BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTINGS AS
INDICATED]**

Sl No.	Particulars	Firm's Strength and Capacity	
a)	Details of the CA Firm	Name & Address of Firm	
		Name and address of the CA	
		Telephone STD Code	
		Mobile No(s):	
		Email Id:	
		(Submit copy of supporting document Regarding address)	
b)	The CA Firm should be registered with the Institute of Chartered Accounts / Cost Accountants of India (ICAI)	Mention Registration Number and Date of Registration (Submit copy of the registration certificate)	
c)	Have Permanent account number (PAN) under Income Tax Department.	Mention PAN of the Firm (Submit copy of the PAN)	
d)	Have GST Registration in Tripura.	Mention GST Registration of the Firm (Submit copy of the GST Registration)	
e)	Have minimum 2 years of experience after its firm registration in Tripura.	Mention Trade License/GST Registration as proof of firm registration in Tripura. (Submit copy of the Trade License/ GST Registration)	
f)	Have at least 3 years of experience in compilation of the Govt. PSU in Tripura.	Mention the experience in compilation work. (Submit copies of the work order) Details to be provided as per SUB-ANNEXURE -A2	

Sl No.	Particulars	Firm's Strength and Capacity	
g)	Last three years average annual turnover should not be less than Rs.40.00 Lakhs.	Mention average annual turnover of the CA Firm. (Submit copy of the Audited Financial Statements for the last 3 years or Turnover Certificate) Details to be provided as per SUB-ANNEXURE –A1.	
h)	Not have been blacklisted by any Govt or any other organization. Authorized Signatory(s) of the firm to submit an undertaking to this effect.	Submit the undertaking by the CA Firm.	
i)	The audit team for conduct of audit at TIDC Ltd must comprise of one CA and three Audit staff.	Mention the Key Expert & Manpower of the Firm. (Submit the details of Key Expert & Manpower)	

Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time TIDC Ltd is at liberty to reject the proposal/work awarded to this CAFirm.

Signature of the CA Firm:

Date:

Place:

SUB-ANNEXURE:A1
Details of CA Firms Professional Income
[Gross Professional Fees received/earned]

Rs in Lakh

Particular	Financial Year 2022-23	Financial Year 2023-24	Financial Year 2024-25	Average Annual Turnover
Gross Annual Turnover				

***Furnished the Audited Accounts of the Firm for all the 3(three) years or Turnover Certificate.**

Signature of the CA Firm:

Date:

Place:

SUB-ANNEXURE: A2

Details of last 3 years of experience in compilation works of the Govt. PSU in Tripura

Sl No	Name of the Corporation	Financial Year
1		
2		
3		
4		
5		
6		

Furnish the copy of the documentary evidence in support of the information provided above.

Please attach additional sheets, if required.

Signature of the CA Firm:

Date:

Place:

ANNEXURE-B

FINANCIAL BID*

(To be filled in by bidder)

PRICE QUOTATION

FORMAT

Name of the FIRM _____

Sl No.	Name of the Work	AMOUNT
01	<p>ENGAGEMENT OF CA FIRMS BASED IN TRIPURA FOR COMPILATION OF ACCOUNTS OF TIDC LTD, SHILPA NIGAMBHAWAN, KHEJURBAGAN, AGARTALA, WEST TRIPURA FOR THE FINANCIAL YEAR 2025-2026.</p> <p>Compilation Fees</p> <p>Add: GST @18%</p> <p>Total</p>	<p>Rs.</p> <p>Rs.</p>

(Rupees only)

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

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

Signature of the CA

Firm Date:

Place:

ANNEXURE- 3

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: Authorization for attending bid opening on ----- (date) in the e-tender no. _____.

Following persons are hereby authorised to attend the bid opening for the e-tender mentioned above on behalf of ----- (Bidder) in order of preference given below.

Order of Preference	Name	Specimen signature
I		
II		

Signatures of bidder or Alternate Representative

Officer authorised to sign the bid documents on behalf of the bidder.

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative are not able to attend.
2. Permission for entry to the hall where bids are opened will be refused in case authorization as prescribed above is not furnished.