TRIPURA SMALL INDUSTRIES CORPORATION LIMITED
(A GOVERNMENT OF TRIPURA UNDERTAKING)
Kunjaban Colony, Agartala, West Tripura, Pin - 799005
CIN: U75123TR1965SGC001248

No.: TSICL/ESTT/TENDER/2026-27/2702-07	Dated: 30th September, 2026

Notification

Tripura Small Industries Corporation Ltd. (TSIC Ltd.) is inviting **Expression of Interest** from firms of Chartered Accountants / Cost Accountants empanelled with the Comptroller & Auditor General of India for engagement as **Internal Auditor** of the Corporation under Section 138 of the Companies Act, 2013 read with Rule 13 of the Companies (Accounts) Rules, 2014. The engagement is for a period of 3 (three) years, subject to annual review of performance by the Board of Directors.

Interested firms may submit the Expression of Interest as per the prescribed format along with photocopies of all relevant documents. Eligibility of the firm, scope of work, method of selection, the proforma of Expression of Interest and other details may be seen at **https://industries.tripura.gov.in/** and **https://tripura.gov.in/**. Last date of submission is **12-10-2026 up-to 5:30 PM** through email to **ictsicl@gmail.com**. The Financial Proposal shall **not** be sent by email and shall be submitted separately in a sealed cover so as to reach the Corporation by the same date and time.

Dr. Pradeep 29/9/2026.

(Pradeep K., IAS)
Managing Director
TSIC Ltd.

Copy to :-

i. The Director, Information Technology, Government of Tripura, for information and with request to upload in the State portal.

ii. The Editor, Dainik Sambad Newspaper, with a request to publish in the newspaper in a size of 2 COL X 10 CM on 01-10-2026.

iii. The Editor, Syandan Patrika Newspaper, with a request to publish in the newspaper in a size of 2 COL X 10 CM on 01-10-2026.

vi. Branch Officers, TSIC Ltd.

Copy also forwarded to: -

i. The Secretary, Department of Industries & Commerce, Government of Tripura, for kind information please.

ii. The Hon'ble Chairman, TSIC Ltd., for kind information please.

Digitally signed by Bimal Datta
Date: 2026.09.30 12:34:23 IST
Location: Tripura-TR

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A. Eligibility, Qualification, Experience and Other terms & conditions for engagement as Internal Auditor.

Tripura Small Industries Corporation Ltd. (TSIC Ltd.) is inviting **Expression of Interest** from firms of Chartered Accountants / Cost Accountants for engagement as **Internal Auditor** of the Corporation under Section 138 of the Companies Act, 2013 read with Rule 13 of the Companies (Accounts) Rules, 2014. This is a professional engagement of a firm and not a post in the establishment of the Corporation; no relationship of employment shall arise.

A. Professional Fee: The fee shall be determined by competitive bid within the ceiling approved by the Board of Directors. The first year of the engagement carries a retrospective examination of three financial years and the fee for that year shall accordingly be quoted separately from the fee for the second and third years. Travel and stay for visits to Divisions and Units outside Agartala shall be reimbursed at actuals against the ceiling approved by the Board; all other out-of-pocket expenses shall be borne by the firm. Payment shall be released against deliverables and not on a time basis.

B. Period of engagement: 3 (Three) years, subject to annual review of performance by the Board of Directors. The Board may terminate the engagement at any time on one month's notice by a resolution recording the reasons.

C. Eligibility of the firm: A firm of Chartered Accountants or of Cost Accountants empanelled with the Comptroller & Auditor General of India; having minimum 5 (five) years' standing as a firm; having minimum 2 (two) partners who are Fellow members, at least one of whom shall be associated with the assignment; having experience of internal or statutory audit of at least 2 (two) Public Sector Undertakings or Government Companies in the preceding five years; and having capacity to depute a team to the Head Office and to the Divisions and Units of the Corporation within the State.

D. Disqualification: The firm shall not be the statutory auditor of the Corporation, nor a firm in which any partner of the statutory auditor is a partner; shall not be disqualified under Section 141 of the Companies Act, 2013; and no partner or employee of the firm shall be related to any Director or officer of the Corporation. A declaration to this effect shall be furnished with the Expression of Interest.

E. Scope of work:

- Procurement of goods, services and works - the procurement manual and delegation of financial powers in force; the mode of award of each work order exceeding Rs. 10.00 lakh; reasonableness of rates; splitting of requirements; the basis of vendor enrolment; and the basis on which the service charge of the Corporation is levied.
- Disposal of scrap and surplus stores - mode of disposal, fixation of reserve price, adequacy of realisation, existence and agreement of invoice, weighment record, gate pass and receipt, and accounting of sale proceeds.
- Trade receivables - testing of the reconciliation and ageing prepared by the Corporation, verification of a sample of balances, and receipts not credited to the party concerned.

- ➢ Cash, bank, deposits and payments - including verification of fixed deposits, surprise verification of cash, and receipts in cash having regard to Section 269ST of the Income-tax Act, 1961.
- ➢ Fixed assets - testing of the Fixed Assets Register, observation of physical verification, and report on title and on encroachment.
- ➢ Establishment - sanctioned strength and men-in-position, establishment cost, and the source from which it has been met in each year.
- ➢ Statutory compliance - Sections 42(6), 128, 138, 173, 177 and 203 of the Companies Act, 2013, the applicable Accounting Standards, the Goods and Services Tax law and deduction of tax at source, and the status of the observations of the Comptroller & Auditor General of India.
- ➢ Internal financial controls - their adequacy and operation, and compliance with the Office Orders and Office Memorandum of the Corporation.

The detailed Terms of Reference approved by the Board of Directors shall form part of the engagement letter. The period to be covered is the financial years 2024-25, 2025-26 and 2026-27 in the first instance, and thereafter on a continuing quarterly basis.

F. Method of selection: ➢ Selection shall be by Quality and Cost Based Selection. Technical and financial proposals shall be submitted in separate sealed covers.

- ➢ Weightage shall be technical 70 and financial 30. Technical marks shall be awarded on the standing of the firm, the number and qualification of the partners, experience of Public Sector Undertakings and Government Companies, the team proposed and the methodology proposed.
- ➢ Financial covers of technically qualified firms alone shall be opened. A firm securing less than 60 marks out of 70 in the technical evaluation shall not be considered.
- ➢ The appointment shall be made by a resolution of the Board of Directors passed at a meeting, as required by Rule 8 of the Companies (Meetings of Board and its Powers) Rules, 2014.

G. Other terms and conditions:

- ➢ The internal auditor shall have unrestricted access to all books, registers, vouchers, files, correspondence, minute books and electronic records of the Corporation, at the Head Office and at every Division, Unit and Branch.
- ➢ The internal auditor shall report to the Managing Director, with a quarterly report to the Board of Directors, and shall report any matter disclosing a suspected loss to the Corporation immediately.
- ➢ The internal auditor shall accept no executive function in the Corporation and shall not be required to obtain the concurrence of any officer of the Corporation to the contents of any report.
- ➢ The engagement confers no right to any further engagement on the expiry of the period.

Interested firms must submit the Expression of Interest in the prescribed Proforma at Annexure B, complete in all respects and supported by the enclosures listed therein, at Tripura Small Industries Corporation Ltd. (TSIC Ltd.), Kunjaban Colony, Agartala, West Tripura or through email at **ictsicl@gmail.com**. The Financial Proposal shall **not** be sent by email and shall be submitted in a separate sealed cover superscribed “Financial Proposal - Internal Auditor - TSIC Ltd.”, so as to reach the

Corporation by the last date and time notified. A firm whose Financial Proposal is found enclosed with the Expression of Interest shall be liable to be disqualified.

B. PRESCRIBED PROFORMA OF EXPRESSION OF INTEREST

(For engagement as Internal Auditor under Section 138 of the Companies Act, 2013)

PART I - PARTICULARS OF THE FIRM

Sl.	Particulars	To be filled in by the firm
1	Name of the firm	
2	Firm Registration Number (ICAI / ICMAI)	
3	Date of constitution of the firm	
4	Constitution (partnership / LLP / proprietorship)	
5	Address of the Head Office, with PIN	
6	Address of the branch office in Tripura, if any, and date of its establishment	
7	Name, designation, mobile number and e-mail of the contact person	
8	Permanent Account Number of the firm	
9	Goods and Services Tax Identification Number of the firm	
10	Empanelment with the Comptroller & Auditor General of India - empanelment number, category and year	
11	Empanelment with the Reserve Bank of India or any other authority, if any	
12	Total number of partners as on the date of application	
13	Number of partners who are Fellow members	
14	Total number of qualified assistants and articled assistants	

PART II - PARTICULARS OF THE PARTNERS

Sl.	Name of the partner	ACA / FCA or ACMA / FCMA	Membership No.	Date of joining the firm	Other qualification (DISA, CISA, etc.)
1					
2					
3					
4					
5					

(Add rows if necessary. Indicate by an asterisk the partner who will be associated with this assignment.)

PART III - EXPERIENCE OF PUBLIC SECTOR UNDERTAKINGS AND GOVERNMENT COMPANIES IN THE PRECEDING FIVE YEARS

Sl.	Name of the entity	Nature of assignment (internal / statutory / other)	Period (from - to)	Approximate turnover of the entity	Reference (name and contact of the officer)
1					
2					
3					
4					

(Add rows if necessary. Copies of the appointment letters or completion certificates shall be enclosed.)

PART IV - TEAM PROPOSED FOR THIS ASSIGNMENT

Sl.	Name	Qualification and membership No.	Role in the assignment	Man-days proposed at Agartala and at the Divisions
1				
2				
3				
4				

PART V - METHODOLOGY

The firm shall enclose a note, not exceeding two pages, setting out the approach and methodology proposed for the assignment, dealing in particular with -

i. the examination of the mode of award of work orders and of the disposal of scrap and surplus stores;

ii. the testing of trade receivables where supporting records for older balances may not be available;

iii. the sampling basis proposed; and

iv. the arrangements proposed for visits to the Divisions and Units of the Corporation outside Agartala.

PART VI - DECLARATION

I / We, on behalf of the firm, hereby declare that -

i. the firm is not the statutory auditor of Tripura Small Industries Corporation Ltd., and no partner of the firm is a partner of the statutory auditor of the Corporation;

ii. neither the firm nor any of its partners is disqualified under Section 141 of the Companies Act, 2013;

iii. no partner or employee of the firm is related to any Director or officer of the Corporation;

iv. no disciplinary proceeding is pending against the firm or against any of its partners before the Institute or before any other authority, and no such proceeding has resulted in any adverse order in the preceding five years;

v. the firm has not been debarred or blacklisted by any Government, Public Sector Undertaking or regulatory authority;

vi. the Financial Proposal has been submitted in a separate sealed cover and is not enclosed with this Expression of Interest; and

vii. the particulars furnished above are true and correct to the best of my / our knowledge and belief, and nothing material has been concealed. I / We understand that if any particular is found to be false or incorrect at any stage, the Expression of Interest or the engagement shall be liable to be rejected or terminated without notice.

Place : _____	**Signature of the Partner :** _____
Date : _____	Name and Membership No. : _____
	Seal of the firm

LIST OF ENCLOSURES

The Expression of Interest shall be accompanied by attested copies of the following. An Expression of Interest not so supported is liable to be rejected.

i. Constitution Certificate of the firm issued by the Institute of Chartered Accountants of India or the Institute of Cost Accountants of India, of the current year.

ii. Empanelment letter of the Comptroller & Auditor General of India for the current year, showing the category of empanelment.

iii. Permanent Account Number of the firm.

iv. Certificate of registration under the Goods and Services Tax law.

v. Membership certificates of the partners who will be associated with the assignment.

vi. Appointment letters or completion certificates in respect of every assignment cited at Part III.

vii. The methodology note required at Part V.

viii. The declaration at Part VI, signed and sealed.

ix. Profile of the firm.

FORMAT OF THE FINANCIAL PROPOSAL

To be submitted in a separate sealed cover superscribed “Financial Proposal - Internal Auditor - TSIC Ltd.”. It shall not be sent by email and shall not be enclosed with the Expression of Interest.

Sl.	Particulars	Professional fee (Rs.)
1	Professional fee for the first year, covering the examination of the financial years 2024-25, 2025-26 and 2026-27 and the deliverables prescribed in the Terms of Reference	
2	Professional fee for the second year	
3	Professional fee for the third year	
4	Total for three years	
5	Total in words	

i. The fee quoted shall be exclusive of the Goods and Services Tax, which shall be paid extra at the applicable rate.

ii. Travel and stay for visits to Divisions and Units outside Agartala shall be reimbursed at actuals against the ceiling approved by the Board of Directors. All other out-of-pocket expenses shall be borne by the firm and shall be deemed to be included in the fee quoted.

iii. The fee shall be released against the deliverables prescribed in the Terms of Reference and not on a time basis.

iv. A conditional or incomplete Financial Proposal is liable to be rejected.

Place : _____	**Signature of the Partner :** _____
Date : _____	Name and Membership No. : _____
	Seal of the firm