

TRIPURA UNIVERSITY
(A Central University)
Suryamaninagar – 799 022

F.No.TU/FIN/199/2025

Dated 31-10-2025

Expression of Interest (EOI) for engagement of Chartered Accountants Firm for Internal Audit of the University

Tripura University invites Expression of Interest (EOI) from bonafide Chartered Accountants Firms for Internal Audit of the University. Detailed can be seen and downloaded from the Tripura University website: www.tripurauniv.ac.in.

Sd/-
(Pranay Pal)
Assistant Registrar (Finance)

Pranay Pal
31-10-2025

Tripura University
(A Central University)
Suryamaninagar – 799022

F.No.TU/FIN/.....

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1. Scope of Work:

The auditor shall review the existence and effectiveness of internal control system(s) and report on the adequacy of those controls.

The key objective of the Internal Audit is to ensure the following at Tripura University:

- orderly and efficient conduct of Institute's working,
- the transactions and decisions taken by the authorized persons reflect the highest sense of propriety and governance,
- adherence to Institute's policies,
- the safeguarding of its assets,
- the prevention and detection of fraud and errors,
- the accuracy and completeness of the accounting records and statutory compliances,
- the timely preparation of reliable financial statement.

Detailed scope of audit shall be shared at the time of engagement.

The Internal Audit Report shall be submitted on quarterly basis within one month from the end of respective quarter. However, for the year 2025-26, the report of first two quarters must be completed by December 2025.

2. Eligibility Criteria:-

The interested Firms shall have to comply the following to participate in the EOI process:-

- a) The bidder firm must be a Chartered Accountants (CA) Firm recognized by the ICAI (Institute of Chartered Accountants of India)


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- b) The bidder firm must be registered with the Institute of Chartered Accountants of India for not less than 5 years as on 31st March 2025.
- c) The bidder firm should have their registered head office in Agartala.
- d) The Firm must be having at least three partners.
- e) The Firm must be having experience in conducting Statutory Audit / Internal Audit of Financial organization/ PSU with annual turnover exceeding Rs.200 crore or Central/State Autonomous Bodies with Annual Budget exceeding Rs. 50 crores as on 31st March 2025.
- f) The Firm is required to submit the Satisfactory Work Completion Certificate/ Documentary Proofs.
- g) The firm must be registered under the Goods & Services Tax Act
- h) The CA firm should have valid PAN and GST number
- i) The CA firm should provide the man power strength of qualified, semi-qualified and audit assisting staff available with the firm.
- j) The firm/partner has not been debarred/blacklisted by any Bank / State Govt/ Central Govt./ State PSU / CPSU / SEBI/ Public Utility as on date.
- k) There should be no legal suit / criminal case pending or contemplated against the CA firm on the ground of moral turpitude or for violation of any law in force.

3. **PRE-BID Meeting:** A meeting of all qualified Bidders will be held on **in the Meeting Room of Finance Branch, Tripura University, Suryamaninagar, Agartala** for discussion on the scope of work, clarifications, if any. The date and time will be communicated in time.
4. Bidder must drop the EoI in the EoI Box available in the **Purchase Section, Tripura University (Ground Floor), Suryamaninagar-799022** in the prescribed format **(Annexure-I) on or before 14th November 2025 up to 3.00 pm.** The Bidders will be short listed after the meeting with qualified bidders. **The financial bid will be invited after shorting of the bidders.**
5. The contract period will be initially for the financial year 2025-26 and likely to be extended based on satisfactory performance and requirement of the university.
6. Top of the Envelop should be marked as **'Expression of Interest (EOI) for engagement of Chartered Accountants Firms for Internal Audit of the University'**. In absence of the proper identification, the University shall not assume any responsibility for misplacement and/or premature opening.
7. The Tripura University reserves the right to reject any/all the Tenders without assigning any reason thereof for the interest of the University.


 (Pranay Pal)
Assistant Registrar (Finance)

Annexure-I

TECHNICAL BID (To be submitted on the letter head of the Firm) Copies of all supporting documents duly signed and stamped by the Agency in support of below particulars must be attached along with this checklist

Sl.No	Description	Details to be filled by the Agency / Firm
01.	Name of the Firm (In Block Letters)	
02.	Registered Head Office Address (With telephone no. & email address)	
	Date of Registration with Institute of Chartered Accountants of India	
03.	Date of Incorporation/ Registration:	
	Date of Opening of Main Office in Agartala	
04.	Year of empanelment with Comptroller & Auditor General of India, if any	
05.	No. of Partners as on 31st March 2025	
06.	Authorized Signatory Details	Name_____
		Designation_____
		Mobile No_____
		Email_____
07	Details of Contact Person Other than Authorized Signatory	Name_____
		Designation_____
		Mobile No_____
		Email_____
08.	PAN No.	
09.	GST No. and Date of Registration under Goods & Services Tax Act.	
10.	Total No. of Year of Experience in Conducting Statutory / Internal Audit of Financial organization/ PSU with annual turnover exceeding Rs.200 crore or Central/State Autonomous Bodies with Annual Budget exceeding Rs. 50 crores. (as per Annexure-IV) in support of Experience).	
11.	Details of Professional and staff Strength	
12.	Annual Business turnover for last three financial years duly certified by the Chartered Accountant (in Lakhs)	FY 2024-25: Rs_____ (in Lakhs) FY 2023-24: Rs_____ (in Lakhs) FY 2022-23: Rs_____ (in Lakhs) Avg Turnover of Last Three Years: Rs._____ (in Lakhs)

13.	Declaration by the Firm that the Firm/partner has not been debarred/blacklisted by any Bank / State Govt/ Central Govt./ State PSU / Central PSU / SEBI/ Public Utility as on date	
14.	Declaration that there should be no legal suit / criminal case pending or contemplated against the CA firm on the ground of moral turpitude or for violation of any law in force.	
15.	Any other details the Firm would like to furnish (Example: Awards & Accreditations)	

Verification: The details furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information. The application shall be liable to be rejected besides initiation of panel proceedings by Tripur University, if it deems fit.

Date:

Signature of authorized signatory

Name:

Designation:

Seal: