



MAHARAJA BIR BIKRAM UNIVERSITY
College Tilla, Agartala -799004
Dial : (0381) 251 2250, 251 2252, 251 2254

No.F.7(1)/MBBU/Audit/2017/ 992

June 18, 2025

Press Notice Inviting EOI

On behalf of the Maharaja Bir Bikram University, Agartala sealed quotations are hereby invited from the reputed and experienced CA Firms based in Agartala, Tripura to conduct compilation of annual accounts of Maharaja Bir Bikram University, Agartala, West Tripura up to July 11, 2025 at 5.00 PM. All the details of the EOI are available in the MBB University website <https://mbbuniversity.ac.in>. Any subsequent corrigendum will be available in the website only.

(Dr. Suman Chakrabarti)
Registrar

18/06/25

18/06/2025



MAHARAJA BIR BIKRAM UNIVERSITY

P.O: Agartala College – 799 004

Dial: (0381) 251 2250, 251 2252, 251 2254

Email: mbbuniversityagt@gmail.com

No.F.7(1)/MBBU/Audit/2017/ 789-91

June 18, 2025

EOI (Expression of Interest) for appointment of
Chartered Accountant (CA) Firm for conducting
compilation of annual accounts of MBB University

Sealed quotations are hereby invited from the CA Firms based in Agartala, Tripura to conduct compilation of annual accounts of Maharaja Bir Bikram University, Agartala, West Tripura. The proposal should be submitted in the envelope super scribed “*Appointment of CA Firm to conduct compilation of annual accounts of Maharaja Bir Bikram University, Agartala, West Tripura*” and to be sent/submitted to the office of the Registrar, MBB University, College Tilla, Agartala-799004 on or before **July 11, 2025 up to 5.00 PM** (except holidays).

The quotations will be opened on July 14, 2025 at 11.00 AM, if possible. Detailed terms & conditions along with quotation papers will be available on MBB University website <https://mbbuniversity.ac.in>.

(Dr. Sumanta Chakrabarti)
Registrar

Copy to:

- 1) PA to the Vice-Chancellor, MBB University, Agartala.
- 2) The Drawing & Disbursing Officer, MBB University, Agartala.
- 3) Assistant Registrar, MBB University, Agartala with a request to upload the EOI on MBB University website.

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(1) EVALUATION OF QUOTATIONS:

- (a) The quotations received by the MBB University and those meeting the criteria, will be considered. After opening of the quotations in presence of the representative of the CA Firms who remain present on the date and time of opening of quotations at MBB University, a list will be prepared for qualified Firms by the TC (*Tender Committee*) of MBB University and a comparative statement will be prepared by the TC for evaluation of the financial bids. The financial bids of the unqualified bidders will not be considered for final evaluation.
- (b) If two or more bidder quote same rates, then experience of Firm (Old date of constitution of Firm) as mentioned in the ICAI (Institute of Chartered Accountants of India) Registration Certificate to be considered.

(2) TERMS AND CONDITIONS:

- (i) The CA (Chartered Accountant) Firm must have registered office at Agartala, West Tripura and all the communication to the Firm will be made to that office address only.
- (ii) Registered with the Income Tax Permanent Account Number (PAN) & GST Registration Number, ICAI (Institute of Chartered Accountants of India) and the Firm should be empanelled with Comptroller and Auditor General of India (C&AG) and valid copies of the documents should be submitted.
- (iii) Have at least 3 (Three) years of experience in compilation of annual accounts at any Central /or State level Govt. Institutions/Govt. Departments/Autonomous Bodies/PSUs/ Universities/Colleges etc. Copies of the latest work orders/award letters received from any Government Departments/ Autonomous Bodies/ PSUs/Universities/ Colleges etc. have to be submitted along with the bid.
- (iv) Not have been blacklisted by any Govt. or any other Organization. Authorized signatory of the Firm to submit an undertaking to this effect.
- (v) The compilation of annual accounts of Maharaja Bir Bikram University shall be carried out in the office at Administrative Building of the Maharaja Bir Bikram University, Agartala, Tripura (W).
- (vi) Quotation should be accompanied with Cost of quotation papers (Non-refundable) of Rs 500/- (*Rupees Five hundred*) only and EMD (Earnest Money Deposit) of Rs 1,000/- (*Rupees One thousand*) only in the shape of Demand Drafts (DD) issued by any Nationalized Bank in favour of “**DDO, Maharaja Bir Bikram University**” payable at Agartala. Quotation without Cost of quotation papers & EMD fee will be summarily rejected.
- (vii) The EMD (Earnest Money Deposit) of the bidders will be refunded without any interest after issuing of the award letter.

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- (viii) Quotations received after the last date and time stipulated in the notice are liable for rejection.
- (ix) Date & time of opening of the quotation is July 14, 2025, 11.00 AM at Administrative Building of MBB University, if possible. The interested bidders or their authorized representatives are requested to remain present at the time of opening of the Bid(s).
- (x) The price quoted by the CA Firm should be valid for the entire contract period and payment will be made on agreed rate. No price variation would be allowed during the entire contract period. Please note that rate should not be less than Rs 7,000/- (*Rupees seven thousand*) excluding taxes for compilation of annual accounts of Maharaja Bir Bikram University.
- (xi) The selected Firm will conduct compilation of annual accounts of MBB University for one **Financial Year 2025-26** which may be renewed for another 02 (two) Financial years (FY 2026-27 & 2027-28) on satisfactory completion of the assigned work(s). MBB University, reserves the right to discontinue the service(s) of the Chartered Accountant Firm at any time during the period by serving one week notice.
- (xii) Submit offers as per given Annexure-A & B. Any alteration is made in the given forms will be treated as incomplete offer and is liable to be rejected.
- (xiii) The selected CA Firm should submit the compilation report for the financial year (s) within 10 (ten) working days from the date of assignment.
- (xiv) The CA Firm shall be given access to all information relevant for the purpose of conducting the compilation of annual accounts of MBB University. This would normally include books of accounts, all documents, correspondence and other information associated with MBB University during the Financial Year(s).
- (xv) TDS will be deducted as per income tax act/rules. GST will be paid at prescribed rates.
- (xvi) Disagreement if any, arising out of the EOI/contract shall be settled by either party in a court of law under the jurisdiction of the High Court of Tripura only.
- (xvii) The authority reserves the right to accept or reject any or all the offers received or cancel the process at any stage prior to award of contract and without assigning any reason thereof.
- (xviii) Submit relevant documents duly attested by authorized signatory of the CA Firm in support of the eligibility criteria given above.


(Dr. Sumanta Chakrabarti)
Registrar

ANNEXURE –A

TECHNICAL QUOTATION

[To be filled in by the bidder and enclose supporting documents as indicated]

<i>Sl No</i>	<i>Particulars</i>	<i>Remarks</i>
1	Name & Address of the CA Firm	
	Date of Establishment of the Firm	
	Contact No (Telephone /Mobile)	
	Email ID	
2	Details of EMD & Cost of quotations papers	
3	PAN No. of the CA Firm (Submit Copy)	
4	GST Registration No. of the CA Firm (Submit copy)	
5	The CA Firm should be empanelled with Comptroller and Auditor General of India (C & AG). CA&G empanelled No. of the CA Firm (Submit copy)	
6	ICAI Registration Number and date of Registration of the CA Firm (Submit copy)	
7	Copies of last 03 years financial years IT returns i.e. FY 2021-22, FY 2022-23 & FY 2023-24 along with latest Professional Tax Clearance Certificate of the CA Firm. (Submit Copies)	
8	Declaration (Not have been blacklisted by any Govt. or any other Organization)	
9	Brief details of previous experience of similar kind of works at any Government Departments/ Autonomous Bodies/PSUs/Universities/Colleges etc.	

Certified that the above details are correct to the best of my/our knowledge and in the event of any information found to be incorrect; be it at any time MBB University is at liberty to reject the proposal/work awarded to this CA Firm. Also I/we have not been suspended /blacklisted by any State or Central Government Department/Organization/University/ College/ Educational Institution etc.

Date:

Signature of the authorized signatory with seal

Place:



ANNEXURE-B

FINANCIAL OFFER

(To be filled in by the bidder)

Name of the CA Firm _____

Name of the Work _____

<i>Sl No.</i>	<i>Name of Work</i>	<i>Amount (in Rs)</i>
1	Annual professional fee for Compilation of annual accounts of MBB University with all costs	
2	GST @% (if any)	
Total Amount (in Rs)		

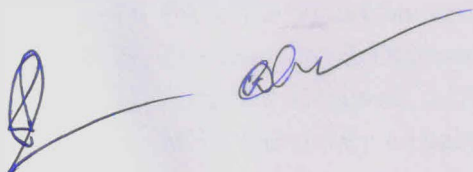
(Rupees only)

I/We am/are agreed to all the terms & conditions of the quotations and the fees quoted above by the CA Firm will not change during the entire contract period.

Signature of the authorized signatory with seal

Date:

Place:



DECLARATION

(To be submitted by the Bidder in Letter Head)

I/we have not been suspended /blacklisted by any State or Central Government Department/ Organization/University/College/Educational Institution etc.

I/We have read and agreed with all the terms and conditions included in the EOI and offer to execute the work at the rate quoted by me/us in the Financial Bid.

Notwithstanding anything mentioned in our Offer, I/we hereby accept all the terms and conditions of this EOI and I/we do not have any deviation to this bid enquiry. We hereby undertake and confirm that we have understood the scope of service properly and shall be carried out as mentioned in this bid enquiry.

The information furnished in this bid is true and correct to the best of my/our knowledge and belief

Date:

Place:

Signature of the authorized signatory with seal

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