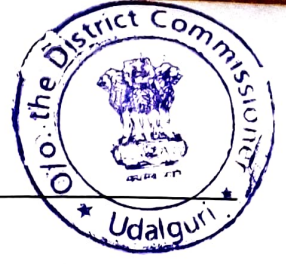




GOVERNMENT OF ASSAM  
OFFICE OF THE DISTRICT COMMISSIONER:::UDALGURI  
(Transformation & Development Branch)



**NOTICE INVITING QUOTATION**  
**FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM**

Sealed quotation affixing non-refundable court fees stamp of Rs. 8.25 (Rupees eight paise twenty-five) only is invited from the reputed C&AG empanelled Chartered Accountant/ Chartered Accountant Firms for fixation of rate for carrying out internal audit of in respect of the accounts of District Mineral Foundation Trust, Udalguri in the context of Income Tax laws and other statutory laws.

The Sealed Quotation can be dropped in the Tender Box placed in the Office of the District Commissioner, Udalguri w.e.f., 25<sup>th</sup> of July, 2025 during office hours (in working days) till 03:00 PM of to 2<sup>nd</sup> of August, 2025 and the same will be opened on 2<sup>nd</sup> of August, 2025 at 04:00 PM at the Office Chamber of the Branch Officer, T&D (DMFT) Branch, Office of the District Commissioner, Udalguri.

➤ **TERMS & CONDITIONS**

1. The rates quoted should be inclusive of all admissible taxes i.e. OST/ IT etc.
2. The quotationer should invariably enclose photocopy of registration certificate, GST/ IT registration certificate, PAN card with the quotation. Quotation without valid documents will be rejected forthwith.
3. The rates against each Financial Year should be written or typed properly both in digit and words. In case of any correction, the quotationer should put his signature.
4. The rate once quoted shall be final and no alteration/ modification of rate shall be allowed after the quotation once submitted and accepted.
5. The undersigned reserves the right to accept or reject any/ all quotation(s) without assigning any reason(s) thereof.
6. The firm must be a registered firm and empanelled with C&AG.
7. The chartered Accountant firm should have professional practice experience of minimum 5 (Five) years and should have work experience in Govt. undertaking/Autonomous bodies & Authorities of similar operational activities.
8. The selected firm will enter into an agreement with Chairman, Governing Council, DMFT, Udalguri as per **Annexure – B**.
9. Applications must be submitted in the prescribed format only as at **Annexure – A**.
10. The interested firms fulfilling the above eligibility criteria need to apply in sealed cover quoting the fees and period to be taken as per quotation format inclusive of all taxes and other charges along with their work experience.
11. The quotations must reach office of the District Commissioner, Udalguri by Registered post/Speed Post/by hand delivery/by courier.
12. Price and period to be taken to complete the work should be quoted.
13. Firms submitting quotations may be present in person or through authorized representative at the time of opening of the same.
14. The Accounts of the Trust Shall be audited at least twice on completion of a year.
15. The Annual Audit Report to be submitted to the Chairman of the Governing Council, DMFT, Udalguri District.
16. The sealed envelope should be super-scribed in bold capital letter as “**QUOTATION FOR FIXATION OF RATE FOR CARRYING OUT INTERNAL AUDIT OF MONETARY TRANSACTIONS IN RESPECT OF ACCOUNT OF DISTRICT MINERAL FOUNDATION TRUST, UDALGURI DISTRICT.**”
17. Documents to be submitted in the Envelope Containing the Quotation.
  1. Proof of Up-to-Date Clearance of GST & I.T.
  2. Valid certificate relating to registration/empanelment of the firm with C&AG.
  3. Experience certificates(S) in support of experience of the firm

Digitally signed by  
PULAK PATGIRI  
Date: 23-07-2025  
District Commissioner,  
Udalguri

Memo EcfNo.TND/M&M/E-78191/467

Copy to:

1. The DIPRO, Udalguri to arrange for wide publicity of the same through print & electronic media.
- ✓ 2. The DIO, NIC, Udalguri to upload the same in the District Website.
3. Notice Board.
4. Office File.

**e-Signed**  
District Commissioner,  
Udalguri