



Tripura Natural Gas Company Limited

(A Joint Venture of GAIL (India) Ltd., Govt. of Tripura and Govt. of Assam)

Shilpa Nigam Bhawan, Khejurbagan, P.O Kunjaban, Agartala, Tripura-799006

CIN: U23201TR1990SGC0034

DRAFT REQUEST FOR QUOTATION (RFQ)

Ref. No TNGCL/C&P/I.A/Finance/SC(405)/2025-26

Date- 11/02/2026

To,
M/s.....
.....
.....

SUBJECT: Appointment of Chartered Accountant or Cost Accountant Firm as Internal Auditor for doing the Internal Audit of TNGCL for the FY-2025-26.

Dear Sir,

Sealed Quotations (Single Bid System) are hereby invited for Appointment of Chartered Accountant or Cost Accountant Firm as Internal Auditor for doing the Internal Audit of TNGCL for the FY-2025-26 of M/s Tripura Natural Gas Company limited as per following Scope of Work and Terms & Conditions.

TERMS AND CONDITIONS

- 1) The Bidder should submit Detailed Address of Bidder along with Contact Number, E-Mail Id and Bank Details along with the tender.
- 2) **Qualification Required for Internal Auditor**
 - a. Chartered Accountant (whether engaged in the practice or not)
 - Or**
 - b. Cost Accountant (whether engaged in the practice or not)
- 3) Bidder should submit PAN Card Copy & GST Registration
- 4) The rate should be quoted as per enclosed SOR (Annexure – I)
- 5) The validity of the offer will be of 04 Months from the due date of offer submission.
- 6) The minimum Audit fees shall be Rs. 1.50 Lacs, bidder can not quote below Rs. 1.50 Lacs. If any bidder quoted below Rs. 1.50 lacs the same bid shall be rejected.
- 7) In case more than one bidders offer found same and or equal, i.e. tie bid then lowest cost bidder shall be shortlisted using following tie breaker criteria in the order of sequence (i.e. criteria no. 2 will be applied only in case there is still a tie after criteria no.1):

Criteria No. 1 - The bidders who have got the highest average annual turnover of preceding three (03) audited financial years (FY 2022-23, FY 2023-24, FY 2024-25) among all the participated.

Criteria No. 2 - The bidders who have got the highest working capital (without taking into consideration of letter of credit submitted from bank) in the last audited Financial Year. If this situation arise bidders shall ask to submit necessary audited balance sheet with duly certified / attested by Govt. Notary Public with legible stamp.

For both of the criteria audited balance sheet with duly certified / attested by Govt. Notary Public with legible stamp has to be submitted by the bidder as per request of TNGCL

8) **Evaluation:** The offer shall be evaluated on overall SOR basis and work shall be awarded to the lowest quoted bidder on overall basis. Hence bidders are requested to quote all the items of SOR. As the work is non-split able in nature hence part of the work cannot be awarded to MSE bidder if their quoted price found within the range of L1 + 15%. But if any MSE bidder's offer found L1 than the whole work shall be awarded to that MSE bidder.

9) **Completion Period:**

Time Frame for Audit: The Chartered Accountant / Cost Accountant Firm confirms the mode of Internal Audit as on Yearly basis. The first Audit to be completed within 15th March, 2024.

Submission of Final Report

Submission of Final Internal Audit Report containing recommendations within 15 days of completion of the Internal Audit.

10) **Payment Terms:** The payment shall be released within 15(fifteen) days after submission of complete bill / invoice.

- a) Final Internal Audit Report.
- b) No Claim Certificate.
- c) GST Registration Copy, PAN Copy & Bank A/c details of Beneficiary.

11) TNGCL has every right to reject any or all offer without showing any reason.

12) **Force Majeure:**

- a) War/hostilities
- b) Riot or Civil commotion
- c) Earthquake, flood, tempest, lightening or other natural physical disaster.
- d) Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the Contract by the CONTRACTOR.
- e) Insurrections
- f) Embargoes, any act of central or local Government, or any other civil or military authority, industrial disputes, lockouts, or strike.

The CONTRACTOR shall advise OWNER by a registered letter duly certified by the local Chamber of Commerce or statutory authorities, the beginning and end of the above causes of delay within seven (7) days of the occurrence and cessation of such Force Majeure Conditions. In the event of delay lasting over one month, if arising out of causes of Force Majeure, OWNER reserves the right to cancel the Contract.

For delays arising out of Force Majeure, the CONTRACTOR shall not claim extension in completion date for a period exceeding the period of delay attributable to the causes of Force Majeure OWNER nor CONTRACTOR shall be liable to pay extra costs provided it is mutually established that Force Majeure Conditions did actually exist.

CONTRACTOR shall categorically specify the extent of Force Majeure Conditions prevalent in their works at the time of submitting their bid and whether the same have been taken into consideration or not in their quotations. In the event of any force majeure cause, the CONTRACTOR or the OWNER shall not be liable for delays in performing their obligations under this order and the delivery dates will be extended to the CONTRACTOR without being subject to price reduction for delayed deliveries, as stated elsewhere.

13) **CONFIDENTIALITY:**

The Bidder shall maintain Confidentiality of information pertaining to the business and also shall make all reasonable efforts to preserve and safeguard the good reputation enjoyed by TNGCL. The breach of this clause shall be considered as serious offence and TNGCL may terminate this agreement forthwith in case of breach by the supplier.

14) **ARBITRATION:**

The OWNER and the CONTRACTOR shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract. If, after thirty days from the commencement of such informal negotiations, the OWNER and the CONTRACTOR have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanism as specified hereunder.

Legal Construction

The Contract shall be, in all respects be construed and operated as an Indian Contract and in accordance with Indian Laws as in force for the time being and is subject to and referred to the Court of Law situated within Agartala, Tripura(West), INDIA

Arbitration

All disputes, controversies, or claims between the parties (except in matters where the decision of the Engineer-in- Charge is deemed to be final and binding) which cannot be mutually resolved within a reasonable time shall be referred to Arbitration by a sole arbitrator. The OWNER (Tripura Natural Gas Company Limited) shall suggest a panel of three independent and distinguished persons to the CONTRACTOR to select any one among them to act as the sole Arbitrator.

In the event of failure of the CONTRACTOR to select the Sole Arbitrator within 30 days from the receipt of the communication suggesting the panel of arbitrators, the right of selection of Sole Arbitrator by the other party shall stand forfeited and the OWNER shall have discretion to proceed

with the appointment of the Sole Arbitrator. The decision of the OWNER on the appointment of Sole Arbitrator shall be final and binding on the parties.

The award of the Sole Arbitrator shall be final and binding on the parties and unless directed/awarded otherwise by the Sole Arbitrator, the cost of arbitration proceedings shall be shared equally by the parties. The arbitration proceeding shall be in English language and the venue shall be at Agartala, India.

CONTRACTOR may please note that the Arbitration & Conciliation Act 1996 was enacted by the Indian Parliament and is based on United Nations Commission on International Trade Law (UNCITRAL model law), which were prepared after extensive consultation with Arbitral Institutions and centers of International Commercial Arbitration. The United Nations General Assembly vide resolution 31/98 adopted the UNCITRAL Arbitration rules on 15 December 1996. The WORK under the CONTRACT shall, however, continue during the Arbitration proceedings and no payment due or payable to the CONTRACTOR shall be withheld on account of such proceedings.

15) **No Deviation Tender**

It is no deviation tender if any deviation found in technical, commercial & financial aspect the same tender shall be rejected outright without any further communication.

16) **The bidder shall quote audit fees including To & fro travelling charges, Lodging Fooding Charges, Local Conveyance etc.**

17) The bidder has to Sign & Stamp all the pages of RFQ and submit the same.

- **Due date of submission** : **25/02/2026 at 11:00 hrs.**
→ **Date of opening** : **25/02/2026 at 12:00 hrs.**
→ **Place of Submission** : **The Sr. Manager (C&P & MM)**
Tripura Natural Gas Company Limited
Shilpa Nigam Bhawan, Khejurbagan,
P.O. Kunjaban, Agartala-799006
- **Enclosures** : **Annexure – I – Schedule of Rates**
Annexure – II – Scope of Work

Thanking you.

Yours faithfully
For **Tripura Natural Gas Co. Ltd.**

(C. Ghosh)
Sr. Manager (C&P - MM)

Ref. No TNGCL/C&P/I.A/Finance/SC(405)/2025-26

Date- 11/02/2026

Annexure: - I

SCHEDULE OF RATES (SOR)

Purchaser : M/s Tripura Natural Gas Company Limited

Work : Appointment of Chartered Accountant or Cost Accountant Firm as Internal Auditor for doing the Internal Audit of TNGCL for the FY-2025-26.

Item	Qty	Total Amount (Rs.)
Internal Audit Fees for FY-2025-26 including To & fro travelling charges, Lodging Fooding Charges, Local Conveyance etc.	01 Job	
	Sub Total	
	GST @ 18%	
	Total	
Amount in Words:		

Annexure – II

SCOPE OF WORK:

TNGCL is operating as a City Gas Distribution Company and is having following departments:

- (i) Project Department
- (ii) Finance Department
- (iii) Operation & Maintenance Department
- (iv) Commercial / Marketing Department including Billing
- (v) HR Department
- (vi) Contracts & Procurement Department
- (vii) Fire & Safety Department
- (viii) Company Secretary & Legal Department

The Audit Firm is required to do the audit of each department and submit report covering the areas of operations considering the various laws, regulations etc.

I. PROJECT DEPARTMENT:

Number of Man Days Allotted for Audit :03 Days

Review if project goals are clearly defined, realistic, and aligned with the organization's strategic objectives.

Roles & Responsibilities: Assess whether an organizational chart exists and if roles, responsibilities, and lines of authority for project staff (sponsors, managers, team members) are clearly defined and understood.

Planning Documentation: Verify that essential project plans (scope statement, comprehensive project plan, schedule, budget, risk management plan, quality assurance plan) are properly documented, approved, and updated regularly.

Approvals and Waivers: Ensure formal sign-offs are obtained for project initiation, phase approvals, major changes, and any waivers from established policies or procedures.

Compare actual costs against the approved budget, analyse variances, and ensure that funds are used appropriately and efficiently.

II. FINANCE DEPARTMENT:

Number of Man Days Allotted for Audit :07 Days

The Internal Audit should cover the following areas of Finance Department:

- i. Audit of vouchers of all types i.e.
 - (a) Bank receipts and payments
 - (b) Cash receipts and payments
 - (c) Purchase of material and services
 - (d) Journal Entries

- (e) General Ledgers and Subsidiary Ledger
- (f) Salary and other employee payments
- (g) Sales and Services
- (h) Statutory Payments and compliances
- ii. Scrutiny of various types of advances to the staff and timely recoveries thereof including scrutiny of the Employee Ledgers related to the advance for tour, journey ticket booking and for expenses and the medical reimbursements and all other payments to staff.
- iii. Verification of Bank Reconciliation Statements
- iv. Verification of various Grants received/receivable and utilization thereof for core activities under Project and O&M.
- v. Checking of the effectiveness of the internal checks and controls in the Accounts Department or other Departments.
- vi. Analysis of the financial status and financial performance of the Company as a whole or Station wise or Department wise etc.

**III. OPERATION AND MAINTANCE DEPARTMENT:
Number of Man Days Allotted for Audit :05 Days**

Review of all activities of the Operation and Maintenance Department w.r.t. PNG and CNG of all the Geographical areas authorized to the Company.

**IV. COMMERCIAL / MARKETING DEPARTMENT INCLUDING BILLING:
Number of Man Days Allotted for Audit :05 Days**

Review of all activities of the Commercial and Marketing Department w.r.t. Consumer Services, Billing System of Domestic, Commercial, Industrial, CNG, Purchase and Consumption of Natural Gas for PNG and CNG operations of all the Geographical areas authorized to the Company.

Review of the Consumer Agreements of all segments viz Domestic, Commercial, Industrial, CNG including agreements with upstream supplier.

**V. HUMAN RESOURCE AND GENERAL ADMINISTRATION DEPARTMENT:
Number of Man Days Allotted for Audit :03 Days**

- i. Scrutiny of monthly payrolls, salary disbursement including payment of arrears, PRP/Ex=gratia, if any, staff loans and other claims.
- ii. Audit of office time records in respect of employees including appointment orders, increments, attendance records etc.
- iii. Review of the HR Policies.

**VI. CONTRACTS & PROCUREMENT DEPARTMENT INCLUDING MATERIALS MANAGEMENT:
Number of Man Days Allotted for Audit :03 Days**

- i. Review of Purchase procedures involving intending, vender selection, financial concurrence, placing of orders.
- ii. Checking of Inventory levels with reference to the consumption, the availability of funds and the future requirements etc, review of the control over slow- moving, non-moving and obsolete materials.
- iii. Review of the Standard procedure followed by the Company w.r.t. Reordering Level, Reorder Quantity, Materials in hand, Slow moving items, Scrap/Obsolete items etc.

VII. COMPANY SECRETARY & LEGAL DEPARTMENT:

Number of Man Days Allotted for Audit :03 Days

- i. Checking of the various Forms, Registers, and Statements etc keeping in view the information needs of the management.
- ii. Review of the timelines for filing of returns with MCA.
- iii. Review of the Board meeting procedures and records maintained.

VIII. FIRE & SAFETY DEPARTMENT:

Number of Man Days Allotted for Audit :03 Days

Review of the Safety procedure followed by the Company vis a vis against the standard guidelines of the Regulatory Authorities / Bodies.

To check and comment on the safety issues of any.

Review of the Standard Equipments whether maintained by the Company in its operational areas.

A. Time Frame for Audit

The Chartered Accountant / Cost Accountant Firm will conduct the Internal Audit as on Yearly basis. The first Audit to be completed within 25th February,2026.

B. Submission of Final Report

Submission of Final Internal Audit Report containing recommendations within 07 days of completion of the Internal Audit.

C. COMPLETION PERIOD

Total scope of work should be completed by **14th April'2026**.

D. PAYMENT OF AUDIT FEES

The Audit fees will be released on receipt of the Internal Audit Report within the time frame mentioned at Clause D. above and submission of Tax Invoice with proper PAN and GST details.

Authorized Signatory/Partner/Proprietor
of the CA /CMA Firm
Signature with Seal & FRN

CHECK LIST

I/We have also enclosed the following documents along with our offer:

1. Copies of Appointment / Engagement Letters as Internal Auditor duly signed and sealed with Firms registration number.
2. PAN Card
3. GST Registration
4. Signed & Stamped RFQ
5. Experience of Audit Work (Minimum Two Years required & Copy of Experience Certificate attached)

We hereby confirm that the above statements and facts are true.

Authorized Signatory/Partner/Proprietor
of the CA/CMA Firm
Signature with Seal & FRN

CUT-OUT SLIP

DO NOT OPEN - THIS IS A QUOTATION

Bid Document No. :

Description :

Bid Due Date & Time : _ _ / _ _ / _ _ _ _ (1100 Hrs.)

From:

To:

..... 	SR. MANAGER (C&P - MM), M/S TRIPURA NATURAL GAS COMPANY LIMITED SHILPA NIGAM BHAWAN, KHEJUR BAGAN, P.O:-KUNJABAN, AGARTALA, TRIPURA(WEST)-799006, INDIA E-MAIL – chiranjib@tngclonline.com WEBSITE – www.tngclonline.com
--------------------	--

(To be pasted on the envelope containing RFQ & Other Supporting Document)

