

NO. F.-1-19/ACC/Misc/TFDPC IE-19-20/ 1063 - 73

Dated: 09-07-2025

02nd NOTICE ON EXPRESSION OF INTEREST

An Expression of Interest (shortly EOI) on plain papers (Sealed) is hereby invited from local experienced Chartered Accounts Firms based in Tripura for offering rate for carrying out the following monthly activities on outsource basis in the O/o The General Manager, TFDPC Industrial Estate, Anandanagar (shortly called GM, TFDPC IE) for the period of one year (01 year) from the date of engagement by the undersigned on behalf of Tripura Forest Development & Plantation Corporation Limited (shortly TFDPC Ltd).

Nature of Activities:

- I. Preparation of consolidated Cash Trial (monthly Accounts).
- II. Preparation of Annual Budget.
- III. Works related to Accounts.
- IV. Passing of vouchers/maintaining Ledger Book .
- V. All computer related works (MS Office & Excel).
- VI. Works related to Income Tax/GST/CGST, TDS etc.
- VII. Works related to Audit, Statutory Audit, Internal Audit, Supplementary Audit etc.
- VIII. Any other work assigned by the undersigned.

Qualification, Experience and other Terms and Conditions:

- I. Rate Offered should be quoted in rupees mentioning per month in figure and words.
- II. Person to be engaged through CA Firm should have minimum qualification of M.Com/B.Com/Knowledge in typing/Computer Certificate & knowledge in M.S Office/Excel/Java & Power point etc.
- III. Person to be engaged through Firm should have minimum 04 (Four) years experience in Govt. Corporation having Rubber Accounts & Manufacturing Accounts.
- IV. The working hours would be normally from 10.00 AM to 5.30 PM. during working days including half-an-hour lunch break in between. However, in exigencies of work he/she may be required to sit late and personnel may be called on Saturday and on other Govt. holidays, if required.
- V. The person shall have to sign the Attendance Register/other records as per rule.

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- VI. Prior intimation for any absence should be given timely or before.
- VII. The Firm should enclose Bio-data of the person to be engaged along with EOI.
- VIII. If any unethical activities noticed by the service receiving authority or employee during the time of engagement, the service providing agency will remain liable for it and the agreement shall be terminated forthwith without any notice.
- IX. Before deployment of personnel, an agreement shall be executed with the successful Agency adding other applicable terms and conditions.
- X. Remuneration for the Job should be quoted as below:
a. Basic monthly remuneration: Rs.25,000.00
b. Add GST @ 18% of basic remuneration in rupees.
- XI. Bids will be considered on basic monthly remuneration and 18% GST on basic monthly remuneration. No other charge/Cost apart from that will be considered even if mentioned in the bid.
- XII. The quotation/bids may be submitted by hand/Registered Post to the Office of The General Manager, TFDPC Industrial Estate, Anandanagar-799004 on or before 28th July 2025 at 3.00 P.M. The EOI will be opened, if possible on the same day at around 3.30 P.M. in presence of the bidder(s) or their authorized representatives willing to remain present. No proposal will be received after stipulated date and time.
- XIII. The quotation/bids should be submitted along with the following necessary documents of the registered Firm. Original documents are to be brought for verification as and when required by Authority.
a) Registration certificate of the C.A Firm as per relevant Act (Companies Act, Partnership Act LLP Act, Societies Registration Act. etc.)
b) GST Registration Certificate.
c) PAN Card
d) Municipal Trade License.
- XIV. Payment of remuneration to the person concern will be made directly through DBT System. The Firm has to submit monthly bill/Invoice, as adjusted with DBT payment, which will be paid to the Firm after making necessary deduction, if any.
- XV. This is purely a work tender. The TFDPC Ltd., will not remain liable for any legal obligations arising out of the manpower/machines etc., engaged by the firm. It will be sole responsibility of the firm.




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- XVI. The work should be completed on daily basis during office hours strictly. Permission to work beyond office hours or on government holidays will be permitted under exceptional circumstances by General Manager, TFDPC IE.


The envelope of the seal cover should be super scribed with "EOI for Outsourcing of Manpower for Accounting Work". Original documents are to be brought for verification as and when required by the Authority.

The undersigned reserves the right to accept or reject any expression of Interest including the lowest one without assigning any reason thereof.


09.07.2025
(A. Chakraborti, IFS)
General Manager
TFDPC IE, Anandanagar

Copy to:

1. The Managing Director, TFDPC Ltd. For Kind information.
2. The Executive Director, TFDPC Ltd for kind information with request to display one copy in the Notice Board of TFDPC Bhawan.
3. The Divisional Manager, Forest Corporation Division, Sadar/North/South-I/South-II and Factory Divission, Takmachara.
4. The O/C TFDPC IE for Information.
5. The In-Charge, IT cell , TFDPC Bhawan for Uploading this tender documents to TFDPC Ltd., website & e-publish in Govt. Portal.
6. Estt. Section of this office.
7. Notice Board of this office.
8. Sri/Smt./M/S

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09.07.2025
General Manager
TFDPC IE,
Anandanagar