



Tripura Forest Development & Plantation Corporation Limited
Office of the General Manager
TFDPC Industrial Estate, Anandanagar, West Tripura
Email – gm_rediffmail.com, WhatsApp & Mobile – 60332 53229

G20

No.F.1-19/ACC/Misc/TFDPC IE-19-20/2047-58

dated: 09-09-2025

3rd NOTICE on EXPRESSION of INTEREST

An Expression of Interest (shortly EOI) in plain papers (Sealed) is hereby invited from **Local experienced Chartered Accountant Firms based in Tripur** for Offering rate for carrying out the following monthly activities on outsourced basis in the O/o the General Manager, TFDPC Industrial Estate (shortly GM, TFDPC Ltd) for the period of 01 year (One year) from the date of engagement by the undersigned on behalf of Tripura Forest Development & Plantation Corporation Limited, Kunjaban, Agartala (Shortly called 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 works related to computer (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 03 to 04 (Three to Four) years experience having Furniture 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. There is no facility for convenience to attend office.

Handwritten signature

- VI. Prior information 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 person an agreement shall be executed with the successful Agency adding other applicable terms & conditions.
- X. Remuneration for the Job should be quoted as below: -
a) Basic monthly remuneration Rs.30,000/- (Thirty Thousand)
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 **09.10.2025 at 3.00 P.M.** The EOI will be opened, if possible on the same day at around **3.30 P.M.** The bidder(s) or their authorized representatives may remain present. No proposal will be received after stipulated date and time. However in case of "registered post" the required documents **must reach at the O/o the GM, TFDPC IE within stipulated time of closing.**
- XIII. The quotations/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 Chartered Accountant 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 be remain liable for any legal obligation arising out of the manpower/machines etc., engaged by the firm. It will be sole responsibility of the Firm.

- 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, Anandanagar, Agartala, Pin -799004.

The envelope of the seal cover should be superscribed with "EOI for Outsourcing of Manpower for Accounting Works". 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.

This is issued in pursuance of Vide. No.F.2-3(13)/Estt/TFDPC – 2023/5035 dated 29.08.2025 (HQ).

12/09/2025
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 for display one copy in the Notice Board of TFDPC Bhawan.
3. The Divisional Manager, Forest Corporation Division, Sadar/North/South-I/South-II & Factory Division, Takmachara.
4. The O/C, TFDPC IE for information.
5. The In-Charge, IT cell, TFDPC Bhawan for uploading this tender documents to TFDPC website & e-publish in Govt. portal.
6. Estt. Section of this Office.
7. Notice Board of this Office.
8. Sri/Smt./M/s _____

12/09
General Manager
TFDPC IE, Anandanagar