TRIPURA FOREST DEVELOPMENT & PLANTATION CORPORATION LIMITED

( A G O V T O F T R I P U R A U N D E R T A K I N G )

P.O. Abhoynagar, Agartala, Tripura West, Pin – 799005

E mail: tfdpe_ltd@yahoo.co  website: tfdpe.tripura.gov.in  Tel no: 0381-235 4763  Fax: 0381-2359238

NOTICE INVITING REQUEST FOR PROPOSAL (RFP)

Request For Proposal (RFP) is invited from the Registered local Chartered Accountants’ Firms for conduct of timely Tax Audit of Annual Accounts for the year 2019-20 of Tripura Forest Development & Plantation Corporation Limited. RFP will be received upto 4.00 PM of 10-07-2020 (Friday) in the Registered office of TFDPC Ltd. PO. Abhoynagar, Agartala, Tripura, PIN-799005. The work of Tax Audit will mainly focus on the following areas:

1. To calculate self-assessment Tax, payable or refundable.
2. To conduct Tax Audit of Annual Accounts & E-filing regarding Tax Audit return (including filing of revised return if required).
3. To reply of Audit queries raised during Statutory Audit & Supplementary Audit regarding Tax Audit.
4. To reply of queries raised by the Income Tax Department during Tax Assessment regarding Tax Audit.
5. Any other works related to preparation of Accounts of the Company as per statutory accounting procedures of the Companies Act and requirements of CAG and as directed by Managing Director.

Terms & Conditions of RFP:

1. A brief note on the resources of the Firm indicating its year of establishment, Experience, Qualification & Strength of professionals is to be communicated. The firm must be a CAG empanelled Auditor.

2. The Firm must have an office in Agartala and all communication to the firm will be made to that office address only.

3. The envelopes should be super-scribed as “RFP for Tax Audit for the year 2019-20.” The selection of the Firm will solely rest on the discretion of the Authority.

4. Received bids will be opened on 4.10 PM, 10th July 2020 (Friday). Representative of the bidders may remain present during opening of the bids.

5. The Firm who has been appointed for Compilation & preparation of Accounts of TFDPC Ltd. for 2019-20 cannot participate in the bid.

6. Any Firm who has been appointed for Compilation & preparation of Accounts of any Division, AIE or unit of TFDPC Ltd. for 2019-20 cannot participate in the bid.
7. The RFP should contain “D” call for Rs. 5000.00/- deposited in favor of ED, TFDPC Ltd on any Nationalized Bank, which will be refunded to the successful bidder on completion of the task. and addressed to the undersigned clearly indication the Terms of Reference, Fees Chargeable.

8. 60% of fees (plus GST) will be paid after completion of assignment of Tax Audit. 20% of the fees (plus GST) will be paid after conclusion of Statutory Audit & 20% of the fees (plus GST) will be paid after conclusion of CAG Audit subject to satisfactory replies of the auditors regarding any points raised about tax audit. Separate bills to be submitted for each part of payment.

9. The time limit for Tax Audit is 15 days after delivery of Accounts for 2019-20. After completion of work, they have to also submit a soft copy of Audit report to the management. After completion of the audit, Tax return is to be filed by the auditor within due time for return filing.

10. Minimum Fees will be Rs. 25,000.00/- (Rupees Twenty Five Thousand only) for this assignment.

11. Managing Director reserves the right to cancel even to the lowest bidder without assigning any reason.

12. Firms must submit their financial bid and technical bid separately.

A. Technical bid must include the followings:

1. A brief note on the resources of the Firm indicating its year of establishment, Experience, Qualification & Strength of professionals is to be communicated.

2. The Firm must have office in Agartala and all communication to the firm will be made to that office address only. Local address of the firm is to be given.

3. The RFP should contain “D” call for Rs. 5000.00/- deposited in favor of ED, TFDPC Ltd on any Nationalized Bank which will be refunded for the successful bidder on completion of the task.

IV. Firms must submit their financial bid and technical bid separately.

V. The Firm who has been appointed by CAG as Statutory Auditors of TFDPC Ltd. for 2020-21 cannot participate in the bid. A Self certificate to this regard is to be submitted by the firm.

VI. Any Firm who has been appointed for Compilation & preparation of Accounts of any Division, AIE or unit of TFDPC Ltd. for 2020-21 cannot participate in the bid. A Self certificate to this regard is to be submitted by the firm.

B. Financial bid must include only the officer price.
For details please visit our website: tfdpc.tripura.gov.in

No. F. 14-13/CA/TFDPC -2019/ 2209 - 15

Copy to:

1. The Executive Director, TFDPC Ltd.
2. The General Manager, TFDPC Industrial Estate, Anandanagar
3. The Divisional Manager, North/Sadar/South-I/South-II/Factory/ HQ Division
4. Notice Board of this Office
5. Website of this company
6. Guard File
7. M/S

Dated: 29/06/2020

(Managing Director,
TFDPC Ltd)

Managing Director,
TFDPC Ltd