

NO.F.2-8(46)/Estt/TFDPC -2018/

9057

Date :- 11/12/2018

EXPRESSION OF INTEREST

An Expression of interest in plain papers (Sealed) is hereby invited from the individual for offering rate for carrying out the following monthly activities on outsource base in TFDPC Ltd Headquarter from January 2019 to December 2019 by the undersigned on behalf of Tripura Forest Development & Plantation Corporation Limited, Agartala.

Nature of Activities :-

1. Collection of monthly rubber production & stock on receipt of report from division and central godown and related correspondence of TFDPC Ltd.
2. Preparation of monthly accounts of TFDPC Ltd and submission of monthly return to Rubber Board in Form H, L, H₂ and L₁.
3. Conciliation of rubber accounts of TFDPC Ltd.
4. Conciliation of annual rubber accounts of TFDPC Ltd. Preparation of annual rubber accounts of TFDPC and submission of annual return to Rubber Board in form H₂.
5. Checking of incentives proposals and its correctness.
6. Checking of tapping & processing proposals and its correctness.
7. Checking of proposals of leave with wages, paid holiday etc of the workers.
8. Preparation of land records of TFDPC Ltd and other land related works as and when required.
9. Time to time visit to different RPCs for inspection, verification of rubber stock etc.
10. Inspection of seedling and polybag nursery, younger plantation etc in the field as and when asked by the authority.
11. Time to time checking of processing of rubber for quality improvement of rubber sheet and other plantation.

Qualification, Experience and other terms and conditions

1. Rate of offer should be quoted mentioning per month in figure and words.
2. Minimum Qualification should be Science Graduate with Typing/ Computer knowledge.
3. Knowledge in MS Office.
4. Minimum 30 (Thirty) years experience in plantation related works out of which 20 years experience in Senior ranger, Estate manager or equivalent post in State/ Central Government department or any Organization or Public Sector Undertaking having rubber plantation over and above 5,000 Hactor. Preference will be given to those who worked in TFDPC Ltd and performed same nature of works.

The willing individual having requisite qualification as mentioned above may submit expression of interest by Register post to the O/O the Managing Director, TFDPC Bhavan, Abhoynagar, Agartala, Pin- 799005 on or before 11.12.2018 at 4.00 PM. No expression of interest will be received after stipulated date and time.

Application along with full Bio-data of the individual supported by photocopies of all documents to be covered and submitted. Original documents are to be brought for verification as and when required by Authority.

The Managing Director, TFDPC Ltd, Agartala reserves the right to accept or reject any expression of interest including the lowest one without assigning any reason or reason thereof.


[U. Tripura, IFS] 18
Executive Director
TFDPC Ltd, Agartala