NOTICE INVITING EXPRESSION OF INTEREST

Expression of Interest (EoI) is invited from the Chartered Accountants’ Firms based in Tripura for E filing and other related work of Tripura Forest Development & plantation Corporation Limited as per terms & conditions laid down below. The quotation will be received at the office of the Managing Director, TFDPC LTD, Abhoynagar, Agartala up to 3.30 p.m. on 26-02-2020 (Wednesday) and opened on the same day at 4.00 p.m. if possible. If the office remains closed on the quotation date due to unforeseen event or unavoidable circumstances, the next working date shall be the quotation date. The work will mainly focus on the following areas:

1. Filing of annual return to RoC (for 2019-20 and pending if any)
2. New Directors DIN & PAN (as and when required)
3. DSC of MD, ED & CS (as and when required)
4. XBRL conversion of accounts for RoC Filing (for 2019-20 and pending if any)
5. Filing of Balance Sheet & P/L accounts with their respective forms (for 2019-20 and pending if any)
6. E-Filing of 24Q, 26Q & OTHER TFS/ TCS E filing per Quarter (for 2020-21)
7. GST e Filing of monthly return & GSTR-1, GSTR-2 & GSTR-3 (for 2020-21)
8. GST e Filing of TRAN -1 & TRAN -2 (for 2020-21)
9. GST e Filing of other forms and returns as and when arises (for 2020-21)
11. Necessary searching and filling up of HSN & SAC codes regarding GST filing (for 2020-21)
12. Necessary searching and filling up of GST rates of Goods and Services regarding GST filing (for 2020-21)
13. Any other works related to E filing of the Company and as directed by Managing Director (as and when required)

Terms & Conditions of EoI:

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 envelopes should be super-scribed as “EoI for E filing and other related work.” The selection of the Firm will solely rest on the discretion of the Authority.

3. Fees for the work should include cost of data entry & data compilation, Form fill up, certification, e-filing and e-form uploading.

4. Scope of work include work for the FY 2020-21 & 2019-20 including pending filing of respective items, if any.

5. The EoI 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.

6. The interested Chartered Accountant Firms is to submit their Expression of Interest (EOI) addressed to the undersigned clearly indication the Terms of Reference, Fees Chargeable.

7. 100% of the fees charged will be paid after conclusion of the assignment and submission of bill.

8. The time limit for the work is from 01-04-2020 to 31-03-2021.

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

10. Managing Director reserves the right to cancel even to the lowest bidder if it does not fulfill the criteria as required for compilation of accounts.

For details please visit our website: tfdpc.tripura.gov.in

No: 14-38/CA/TFDPC-19/10384-58 Dated: 14/02/20

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. M/S ____________________