

Tripura Forest Development and Plantation Corporation Ltd  
Office of the General Manager  
Industrial Estate: Anandanagar  
West Tripura-799004  
[Email: gm\_tfdpc@rediffmail.com]

EXPRESSION OF INTEREST

An Expression of Interest (shortly *EoI*) in plain papers (Sealed) is hereby invited from *bona fide* Indian Citizen(Individual)/Firm for offering rate for carrying out the following monthly activities on outsourced basis in the O/o the General Manager, Industrial Estate, Tripura Forest Development and Plantation Corporation Ltd (shortly *TFDPC Ltd*), Anandanagar, Nagicherra (shortly called *GM, TFDPCIE*).

Nature of Activities:

- 1) Preparation of consolidated monthly Accounts of the GM, TFDPC IE in Tally ERP 9 w e f April, 2017 to till date and onwards;
- 2) All the works related to preparation of Tally Accounts;
- 3) Maintaining records and performing various works of Income Tax;
- 4) Preparation of Annual/Monthly Balance Sheet including profit and loss Assessment for the TFDPC IE;
- 5) All the works related to online maintenance of accounts EPF of staff/ workers of the TFDPC IE and to deal with deposits/ withdrawal/ and operations of fund by the staff/workers from their respective EPF accounts;
- 6) Generation of Sale Invoice under GST norms and preparation of offline GST returns.
- 7) Any other works as may be needed for accomplishment of the works as stated above.

Qualification, Experience of the Applicant and other terms and conditions:

- 1) Rate offered should be quoted in rupees mentioning per month in figure and words;
- 2) Minimum Qualification should be Graduate with knowledge of Typing/Computer operations/ M S Office/ Java, etc. and having relevant Certificates (DCA-month) against each course;
- 3) Minimum 5 (Five) years experience in preparation of Accounts in Tally ERP 9 related works with entries like GST, Income Tax etc. from a Govt. Department, Organization or Public Sector Undertaking;
- 4) Minimum 2(two) years experience in maintenance of online EPF Accounts in any Govt. Department, Organization or Public Sector Undertaking;
- 5) Preferences may be given to those who worked in TFDPC ltd earlier and performed same nature of works.


The willing Individual/ Firm having requisite qualification(s) as mentioned above may submit expression of interest by Registered post/by hand to the General Manager, Industrial Estate, TFDPC Ltd, Anandanagar, Nagicherra, Pin-799004 on or before 31.01.2019 at 3.00 PM. No expression of interest will be received after stipulated date and time. The EoI will be opened, if possible, on the same day at around 3-30 pm in presence of the bidder (s) or their authorized representative(s) willing to remain present.



page 1 of 2

Application alongwith full Bio-data of the Individual/Firm supported by photocopies of all documents to be seal covered and submitted. The envelope of the seal cover should be superscribed with "EoI for Accounts Related 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.


  
(Gautam Das, IFS)  
General Manager,  
TFDPC IE, Anandanagar

No.F.1-19/Acc/TFDCIE-17/ 2944-49

dated 15.01.2019

Copy to:-

1. The Managing Director, TFDPC Ltd, for kind information.
2. The Executive Director, TFDPC Ltd, for kind information with a request for display one copy in the Notice board of TFDPC Bhavan and upload in the TFDPC Website.
3. The O/C, TFDPC IE for information and necessary action.
4. Estt Section of this office.
5. Notice Board of this office.
6. Shri/Smt/M/S \_\_\_\_\_

  
General Manager,  
TFDPC IE, Anandanagar

Page 2 of 2