

Tripura Forest Development & Plantation Corporation Limited  
(A Government of Tripura Undertaking)  
Registered Office: Abhoynagar, Agartala-799005  
Tele-0381 2354763, Fax-0381 2359238

**EXPRESSION OF INTEREST**

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

**Nature of Activities :-**

- A) Consolidating monthly Accounts of TFDPC IE/ Division offices of TFDPC Ltd.
- B) Passing of vouchers/ maintaining Ledger Book of TFDPC HQ.
- C) Preparation of General Accounts of TFDPC Ltd.
- D) Making Online and Offline entries of monthly GST of TFDPC IE/ Division offices of TFDPC Ltd.
- E) Maintaining the records of Fixed Deposit and other funds as well as other related works like maintaining works of floating tenders for fixed deposit / TDS Return etc.
- F) Maintaining records and performing various works of Income tax.
- G) Works related to preparation of Tally Accounts.
- H) Preparation of Annual Balance Sheet including profit and loss Assessment.

**Qualification , Experience and other terms and conditions**

- A) Rate of offer should be quoted mentioning per month in figure and words.
- B) Minimum Qualification should be Graduate with Typing/ Computer certificate (DCA- months).
- C) Knowledge in M S Office.
- D) Minimum 5 (Five) years experience in Accounts related works with entries like GST, Income Tax etc. from a Govt. Department, Organization or Public Sector Undertaking. Preference will be given to those who worked in TFDPC Ltd and performed same nature of works.

The willing individual/Firm 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 31.12.2018 at 3.00 PM. No expression of interest will be received after stipulated date and time.

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Application alongwith full Bio-data of the individual/Firm 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

NO.F.2-8(46)/Estt/TFDPC -2018/ 8686-88

Date :- 30/11/18

Copy to:-

1. SRI/ \_\_\_\_\_
2. M/S \_\_\_\_\_
3.  The IT Section of this office for needful action.

  
[U. Tripura, IFS] 18  
Executive Director