

Tripura Forest Development & Plantation Corporation Limited
 (A Government of Tripura Undertaking)
 Office of the Divisional Manage
 Northern Division,TFDPCL
 Kumarghat.
 Tele phone:03824261254

EXPRESSION OF INTEREST

An expression of interest (Eoi) in plain papers (Sealed) is hereby **invited from local experienced Chartered Accountants' Firms based in Tripura** for offering rate for carrying out the following monthly activities on outsource basis in **Northern Division** for the period of one year from the date of agreement by the undersigned on behalf of Tripura Forest Development & Plantation Corporation Limited, Agartala.

A. Nature of Activities:-

01. Preparation of monthly accounts in Tally ERP 9 of AIE/ Division
02. Preparing of Monthly PF work of AIE/ Division.
03. Generate G.P.F, G.I, R.T.I, etc. Treasury challan for I.E / Divisions for TFDPC Ltd.
04. Generate monthly E.P.F.O Challen / KYC/Claim settle and other EPF activities.
05. Preparation of Rubber Accounts of Divisions.
06. All online activities including uploading/ filing e forms of divisions/AIE and other online e filing activities.
07. All computer related works and maintenance of divisions / AIE.
08. Preparation of Man day's statement, and other document related to monthly Accounts of divisions/AIE.
09. Preparation of G.S.T inward & outward statement of AIE /Divisions.
10. Any other work assigned by AIE / Division

B. Qualification, Experience and other terms and conditions

- 1) Proposal should be quoted mentioning per month in figure and words.
- 2) Person to be engaged though C.A. firm should have minimum qualification of M.Com/B.com /Knowledge in Typing/ Computer certificate (DCA-6- months and Tally ERP- 9) & knowledge in M S Office/ Power Point etc.
- 3) **Person to be engaged though Firm should have minimum 3 (Three) years experience in Govt. Corporation having Rubber Accounts & Manufacturing Accounts.**
- 4) The working hours would be normally from 10.00 A.M. to 5.30 P.M. during working days including ½ an hour lunch break in between. However, in exigencies of work he/she may be required to sit late and the personnel may be called on Saturday, Sunday and on other Govt. holidays, if required.
- 5) The person shall have to sign the Attendance Register/ other records as per rule.
- 6) Prior intimation for any absence should be given timely or before.
- 7) Proportionate amount of the rate will be deducted for any kind of absence.
- 8) **The Firm should enclosed Bio data of the person to be engaged along with Eoi**
- 09). The engagement carries the liability to serve in any part of the State of Tripura in the interest of TFDPC Ltd
- 10). If any unethical activities noticed by the service receiving authority or employees during the time of engagement, the service providing agency will remain liable for it and the agreement shall be terminated forthwith without notice.
- 11). Before deployment of personnel, an agreement shall be executed with the successful Agency adding other applicable terms and conditions.



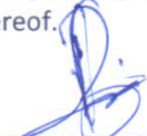

- 12). Person to be engaged though firm will be allowed to have 12 (twelve) days clausal leave in a year beside all government holiday & Sundays. However, if the authority directs, he/she should have to attend office on government holidays & Sundays. No other leave will be allowed.
- 13). In case of unauthorized absences, salary for that respective period will be deducted.
- 14). Remuneration for the job will be as below:

Basic reanimation : Rs.15, 000/- (Rupees Fifteen thousand only).

Add : Service Charge: As percentage to Basic remuneration

Add GST @ 18%

- 15). Bids will be considered on rate of Service Charge/Admin Charge/Agency profit only. No other charge/ cost apart from that will be considered even if mentioned in the bid.
- C. The proposal may be submitted by Registered post to the O/O the Divisional Manager, Northern Division, TFDPC Ltd. Kumarghat, Unakoti, Tripura, Pin No.799264 on or before 22.09.2021 at 3.00 PM. No proposal will be received after stipulated date and time.
- D. The offer should be submitted along with all following necessary documents of the registered Firm. Original documents are to be brought for verification as and when required by Authority:-
- a). **Registration Certificate of the C.A.Firm as per relevant Act (Companies Act, Partnership Act LLP Act, Societies Registration Act etc) .**
- b). **GST Registration Certificate**
- c). **PAN Card**
- d). **Municipal Trade License**
- E. Payment of remuneration to the person concern will be made directly through DBT system. The firm has to submit monthly Bill, as adjusted with DBT payment, which will be paid to the firm after making necessary deduction, if any.
- F. 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(s) thereof.


(BIDYUT CHADHURI, TFS)
Divisional Manager
Northern Division, TFDPC Ltd.
Kumarghat.

No.F.1-1/Estt/ND-89/ 1186-94

Date:- 21/08/2021

Copy to:-

1. The Managing Director, TFDPC Ltd. Agartala for kind information.
2. The Executive Director, TFDPC Ltd. Agartala for kind information.
3. The General Manager, TFDPC Ltd, I/E, Anandanagar.
4. The Divisional Manager TFDPC Ltd, Sadar/South-1/South-11/Factory Division, Talacherra.
5. Notice Board of this office.
6. Shri/Smt/Mis _____


DIVISIONAL MANAGER

Tripura Forest Development & Plantation Corporation Limited
(A Government of Tripura Undertaking)
Office of the Divisional Manager
Northern Division,TFDPCL
Kumarghat.
Tele phone:03824261254

CORRIGENDUM

No.F.1-1/Estt/ND-89/ 1629

Date: 28/9/21

Corrigendum title:- Extension of EOI submission and opening date for outsourcing of personnel to carry out the monthly activities on outsource basis in Northern Division, Kumarghat for the period of one year from the date of agreement by the undersigned on behalf the of Tripura Forest Development & Plantation Corporation Limited, Agartala.

Tender Reference No.F.1-1/Estt/ND-89/ 1186-94 date. 21.08.2021.

EOI submission and date is now extended up to 21.10.2021 up to 3.00 PM

EOI opening date and time: 22.10.2021 at 11.00 AM.

Other terms and conditions of detailed tender notice will remain unchanged.


(BIDYUT CHADHURI, TFS)
Divisional Manager
Northern Division,TFDPC Ltd.
Kumarghat.