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

SHORT NOTICE INVITING REQUEST FOR PROPOSAL

Request for proposal is hereby invited in plain papers (Sealed) for offering rate for carrying out the following monthly activities on outsource base in TFDPC Ltd, Headquarter for the period from March, 2019 to February, 2020 by the undersigned on behalf of Tripura Forest Development & Plantation Corporation Limited, Agartala.

A. Nature of Activities :

1. GST related works: - Checking and properly construct of Inward and Outward Register which have been received from Factories and divisions and preparing of consolidated Inward and Outward Register for GSTR-1, GSTR-3B, etc returns by GST return filer, verification of GST no. of buyer and seller, goods/service related HSN/SAC code and GST rates and any compliance.
2. Preparation of monthly accounts in Tally ERP 9 for TFDPC HQ.
3. Consolidation of monthly Tally EPP 9 accounts of all divisions and factories into Master Server of Tally ERP 9.
4. Tracking of Schemes, Major & Minor heads in all divisions and factories accounts prepared in Tally ERP 9 with Cash Trail.
5. Correspondence and exercises of all Tally ERP 9 related matters i.e. backup-restore, Up gradation, Tally Software Services (TSS), subscription, etc.
6. Preparation of Deviation Statement between Actual with Budgeted figure :
   i. Division wise deviation,
   ii. Scheme wise deviation,
   iii. Major & Minor head wise deviation.
7. If required, to scrutiny all regular correspondence of Company Accounts section and monthly (in both format), especially correctness of data and put through in change of company accounts section.
8. Reconciliation of TDS (Salary) & TDS (Others), TCS, Labour Cess, etc.
9. Reconciliation of consolidated recovery of advances i.e. computer, festival, bank loan, etc.
10. Checking of payments against recoveries of GPF, GI, EPF, Professional Tax, GSLI, SSS, License Fee Quarter (Staffs), etc from consolidated trail.
11. Work related to Income Tax Audit, Statutory Audit, Internal Audit, Supplementary Audit, etc.
12. Regularly contact to local CA firms regarding any queries related to GST, Income Tax, etc. raised by Govt. Deptt. and also during various audit related to company accounts section.
13. Preparation of details & statement relating to Final Accounts as per Income Tax, Audit and other Department (State Budget, State Finance, State Statistics, etc.) as per requirements.
16. Regularly checking of "26AS" from Income tax website regarding TDS on Fixed Deposit & Others.
17. Provide data as per requirements of Compiler during compilation of annual accounts.
18. Checking & scrutiny of all schedules on Compiled Annual Accounts.
19. Make available during income tax return and e-filing of return of TFDPC.
20. Preparation of Various Schedules relating to Final Accounts.
21. Calculation of Fixed Deposit accrued interest.
22. Regularly follow up any notice raised by Income Tax Department regarding security, hearing, etc.
23. Online Payment of GST, EPF, Service Tax, etc.
24. Checking of uploaded Balance Sheet & Profit & Loss account in XBRL format before final submit for Annual Return to ROC.
25. Regularly follow up any notice raised by Income Tax Department, GST Department.
26. Work related to preparation of reply regarding supply/ submission of various information to the various Govt Department like Finance/ AG/Forest etc.
27. Work relating tender of compilation, tax audit, e-filling etc.
28. Training of Tally ERP to the personnel working on Tally ERP in Division/ IE - as and when required.
29. Any work assigned by Management.

B. Qualification, Experience and other terms and conditions

1) Request for proposal should be quoted mentioning per month in figure and words.
2) Minimum Qualification should be M.Com with PG Diploma in Financial Management and with Typing/ Computer certificate (DCA-3 months and Tally ERP 9).
3) Knowledge in MS Office/ Power Point etc.
4) Minimum 10 (Ten) years experience.
5) The person shall have to remain present on all official days (10 AM to 5.30 PM) to perform the works and as and when required time to time.
6) The person shall have to sign the Attendance Register/ other records as per rule.
7) Prior intimation for any absence should be given timely or before.
8) Proportionate amount of the rate will be deducted for any kind of absence.

The proposal may be submitted by Register post to the O/O the Managing Director, TFDPC Bhavan, Abhoynagar, Agartala, Pin- 799005 on or before 25.02.2019 at 3.00 PM. No proposal will be received after stipulated date and time.

Application alongwith full Bio-data 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.

Sd/-
Managing Director
TFDPC Ltd, Agartala

NO.F.2-8(46)/Estt/TFDPC-2018/11199

Date: [Signature]
Executive Director
TFDPC Ltd