Notice Inviting Request for Proposal (RFP)

Request for Proposal (RFP) is invited from the Chartered Accountants’ Firms for conduct of Analysis & Assessment of financial health of TFDPC Ltd covering upto period of 2018-19 for the office of the Managing Director, Abhoynagar, Agartala (HQ) and its North (Kumarghat), South-1 (Santrir Bazar), South-2 (Sabroom) and Sadar Divisions, of Tripura Forest Development & plantation Corporation Limited (Five Units). The assignment will mainly focus on the following areas:

1. Conduct RPC and Factory wise product and profitability analyses considering all financial, accounting, labour and plantation related aspects
2. Report on breakeven points by products, work centers, and factories
4. Report on periodic variances and their causes, focusing in particular on spending variances
5. Report on Cost benefit analysis of activities of TFDPC Ltd
6. Report on risk and return regarding operations of TFDPC Ltd
7. Report on cash, fund and liquidity management of TFDPC Ltd
8. Report on manpower planning of TFDPC Ltd
9. Report on market feasibility analysis of TFDPC Products
10. Analysis on capital budgeting matters regarding products and major inputs.

OTHER MAJOR RESPONSIBILITIES INCLUDE:

- To Prepare, analyze and report quarterly gross margin analysis by brand by customer type
- Preparation of detailed cost sheet- item wise
- Detail analysis of standard costing, process costing and batch costing & job costing
- To Analyze cost accounting data and assist with cycle count/physical inventories
- Prepare internal control documentation and test internal controls system
- To Prepare detailed account analysis and reconcile sales, cost and inventory, liability accounts by customer type by division
• To Review and analyze inventory and margin reports, conduct research and perform analytical studies in regards to cost analyses and profitability
• To disclose sources of wastage may be in material, labour cost or overhead cost, time or expense or in the use of machinery, equipment and tools and to prepare such reports which may be necessary to control such wastage;
• To provide requisite data and serve as a guide for fixing prices of products manufactured or services rendered to gain optimum return on sale;
• To exercise effective control of stocks of raw materials, work-in-progress, consumable stores and finished goods in order to minimize the capital locked up in these stocks;
• To reveal sources of economy by installing and implementing a system of cost control for labour, overheads and materials;
• To present and interpret data for management planning, evaluation of performance and control;
• To help in the implementation and preparation of budgets of budgetary control;
• To organize an effective information system (line and staff model) so that different levels of management may get the required information at the right time in right form for carrying out their individual responsibilities in an efficient manner;
• To guide management in the implementation and formulation of incentive bonus plans based on cost savings and productivity;
• To supply useful data to management for taking various financial decisions such as introduction of new products, replacement of labour by machine etc;

Terms & Conditions:

1. An EMD of Rs. 50,000/- (Rs. Fifty Thousand only) in the form of Demand Draft drawn on any Scheduled Bank payable at Agartala in favour of "The Executive Director, TFDPC Ltd". Proposals not accompanied by EMD shall be considered as non-responsive and will be rejected.

2. The EMD of the unsuccessful bidders would be returned to them at the earliest.

3. The bidder shall conduct and complete assignment directly and in no case sub contact of any part of the assignment to any third party will be considered.

4. The interested parties may submit their Request for Proposal (RFP) addressed to the undersigned sent the same at the above address so as to reach by 5.00 PM, 19th March 2019 (Tuesday) positively along with a technical and a financial bid. The selection of the party will solely rest on the discretion of the Authority.

5. Bids will be opened on 11.30 A.M. 20th March 2019 (Wednesday). Representative of the interested parties may remain present there.

6. All the bidder has to make a presentation regarding this assignment before MD, TFDPC at the registered office of TFDPC Ltd, Agartala if required at a time specified by MD TFDPC Ltd after opening of the bid.

7. Payment will be made against fees plus GST as applicable.
8. No travelling, boarding and lodging and out of pocket expenses of the party regarding this assignment will be paid or reimbursed by TFDPC Ltd to the party.

9. The party will visit RPCs, Factories and Divisional & Head office of TFDPC Ltd in connection with this assignment from time to time as directed by the MD, TDDPC.

10. An agreement in this regard will be executed between TFDPC Ltd and the selected party based on mutual terms & condition before the assignment. Time duration to complete the assignment will be counted from the date of execution of the agreement by both patties.

11. The assignment is to be completed within six months from the date of agreement. The party has to submit a completion report to the TFDPC Ltd at end of the assignment along with other deliverables.

12. Managing Director, TFDPC Ltd reserves the right to cancel the auction even to the lowest bidder regarding this assignment.

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

(Dr. D.K. Sharma, IFS)
Managing Director.
TFDPC Ltd
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 Division
4. Notice Board & website of this Office
5. Website of this Office

Managing Director.
TFDPC Ltd