



TRIPURA FOREST DEVELOPMENT & PLANTATION CORPORATION LIMITED
(A GOVT OF TRIPURA UNDERTAKING)



P.O: Abhoynagar, Agartala, Tripura West, Pin - 799005
E mail: tfdpc_ltd@yahoo.co website: tfdpc.tripura.gov.in Tel no: 0381-235 4763 Fax: 0381-2359238

NOTICE INVITING REQUEST FOR PROPOSAL (RFP)

Request For Proposal (RFP) is invited from the local Chartered Accountants' Firms for conduct of Internal Audit covering period 2019-20 for Anadanagar Industrial Estate & Latex Centrifuging, Crepe mill, ISNR factories at Takmachherra (Factory Division) of Tripura Forest Development & plantation Corporation Limited (Two Units). The Audit will mainly focus on the following areas:

1. Whether Ledger, Journal, Cash book, Other Accounting Books & Accounting Records are properly maintained in compliance to applicable laws of the country or not.
2. Verifications of Transactions to ensure whether these are prejudicial to the interest of the organization or not.
3. Physical verifications of Stocks & Cash.
4. Whether adequate monitoring and inspection is being done to control, prevent, reduce and discover fraud and other irregularities in existence & working properly or not.
5. Physical verifications of expenditure vouchers.
6. Whether Bank Reconciliation Statements are prepared on regular basis or not.
7. Examination/Evaluation of the Accounting System at units to check whether the systems are adequate to generate reliable information promptly or not.
8. Whether Fixed Assets registers, Stock Registers and other registers which are required to be maintained as per statute or general practice are maintained properly or not.
9. Whether reconciliation between Asset Register and Financial Book could be done.
10. Whether invests are being made as per approved policy and to Find/Point out Waste Inefficiencies & Suggest Ways for Operational Improvement.

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11. Analysis of Purchase Statement and Sale Proceed Statement.
12. Analysis of List of Creditors & Debtors indication amount outstanding to/ from each party.
13. Analysis Fund details including monthly interest received on deposits.
14. Analysis of Stock Statement of Rubber & Rubber products, Timber, Boars, Door, Furniture, Bamboo etc and also of Stores, spars & Major Consumables along with last physical verification details.
15. Analysis of Statutory payments like VAT, CST, TCS, TDS, Service Tax, PF, Professional Tax etc
16. Analysis of Statement fixed Assets along with statement on addition, disposal, adjustment, sale etc of Fixed Assets.
17. Any other areas of work as directed by the Managing Director.


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

The interested local Chartered Accountant Firms may submit their Request For Proposal (RFP) addressed to the undersigned sent the same at the above address so as to reach by 2.00 PM, 20.04.2019 (Saturday).

The envelopes should be super-scribed as "RFP for Internal Audit (Factory) Of TFDPC Ltd covering period 2019-20)." The selection of the Firm will solely rest on the discretion of the Authority.

Terms & Conditions of Eol:

1. A brief note on the resources of the Firm indicating its year of establishment, Experience, Qualification & Strength of professionals is to be communicated.
2. The firm must be a CAG empanelled Auditor under Agartala CAG office.
3. The Firm must have registered office in Agartala (not branch office) and all communication to the firm will be made to that office address only.
4. The envelopes should be super-scribed as "RFP for Internal Audit Of TFDPC Ltd (Factory) covering period 2019-20)." The selection of the Firm will solely rest on the discretion of the Authority.



5. The Firm who has been appointed as Statutory Auditor for by CAG for auditing the accounts of TFDPC Ltd for relevant years, will not be appointed.
6. The EoI should contain "D" call for Rs. 5000.00/- deposited in favor of ED, TFDPC Ltd on any Nationalized Bank which will be refunded for the successful bidder on completion of the task.
7. The interested Chartered Accountant Firms is to submit their Request For Proposal (RFP) addressed to the undersigned clearly indication the Terms of Reference, Fees Chargeable.
8. 100% of the fees charged will be paid after conclusion of Audit.
9. Audit Report must include Units wise reporting for all seven units.
10. Minimum Fees will be Rs. 35,000.00/- (Rupees Thirty Five Thousand only) for this assignment.
11. The Firm has to visit all seven unities for audit purpose. any cost relating to that like fooding, lodging, local conveyance, out of pocket expenses etc to be borne by the Firm and will not reimbursed by TFDPC Ltd .
12. Interim Audit reports shall be submitted quarterly for 2019-20 before 10th day of the next quarter to the office of the Managing Director. Final Audit consolidated audit report which is to be submitted after 31st March. Completion of the whole assignment should be on or before 20th April 2020.
13. 15% of total fees (plus GST) will be paid after receipt of each interim audit report. Remaining part (40%) of the fees (plus GST) will be paid after submission of consolidated audit report which is to be submitted after 31st March. Completion of the whole assignment should be on or before 20th April 2020.
14. Managing Director reserves the right to cancel even to the lowest bidder if it does not fulfill the criteria as required for compilation of accounts.

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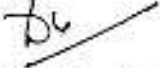

(Dr. D.K.Sharma, IFS)
Managing Director.
TFDPC Ltd

No: F.14-34/IA/CA/TFDPC-2017/ 119.53

Dated: 8 /03/2019

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
6. M/S _____


Managing Director.
TFDPC Ltd