



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 Chartered Accountants' Firms based in Tripura for timely E filing and other filing related work of Tripura Forest Development & plantation Corporation Limited. EoI will be received upto 4.00 PM of 16-04-2019 in the Registered office of TFDPC Ltd. PO. Abhoynagar, Agartala, Tripura, PIN-799005. The work will mainly focus on the following areas:

1. Filing of annual return to RoC
2. New Directors DIN & PAN, if any
3. DSC of MD, ED & CS, if any
4. XBRL conversion of accounts for RoC Filing
5. Filing of Balance Sheet & P/L accounts with their respective forms
6. Allocation of Indirect Expenses
7. E -Filing of 24Q, 26Q, & OTHER TFS/ TCS E filing per Quarter
8. Service Tax e Filing of monthly return & ST-3 E form
9. GST e Filing of monthly return & GSTR-1, GSTR-2 & GSTR-3
10. GST e Filing of TRAN -1 & TRAN -2
11. GST e Filing of other forms and returns as and when arises
12. Preparation of B2BL & B2CL statement regarding GST filing.
13. Necessary searching and filling up of HSN & SAC codes regarding GST filing
14. Necessary searching and filling up of GST rates of Goods and Services regarding GST filing
15. Any other works related to E filing of the Company and as directed by Managing Director

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Terms & Conditions of RFP:

1. A brief note on the resources of the Firm indicating its year of establishment, Experience, Qualification & Strength of professionals is to be communicated. The firm must be a CAG empanelled Auditor.
2. The envelopes should be super-scribed as "RFP for E filing and other related work." The selection of the Firm will solely rest on the discretion of the Authority.
3. Fees for the work should include cost of time bound data entry & data compilation, Form fill up, certification, e-filing and e form uploading.
4. Scope of work include work for the FY 2019-20 including pending filing of respective items, if any.
5. 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.
6. The interested Chartered Accountant Firms is to submit their Request for Proposal (RFP) addressed to the undersigned clearly indicating the Terms of Reference, Fees Chargeable.
7. 100% of the fees charged will be paid after conclusion of the assignment and submission of bill.
8. The time limit for the work is from 01-04-2019 to 31-03-2020.
9. Minimum Fees will be Rs. 25,000.00/- (Rupees Twenty Five Thousand only) for this assignment.
10. Fees will be paid after receipt of successful completion report regarding the above mentioned time bound work form the party
11. 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.

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

No: E.II-38/CA/TFDPC-18/ 11949

Dated: 8/3/19


(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/ HQ Division
4. Notice Board of this Office
5. M/S _____


Managing Director.
TFDPC Ltd