



TRIPURA FOREST DEVELOPMENT & PLANTATION CORPORATION LIMITED
(A G O V T O F T R I P U R A U N D E R T A K I N G)

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 experienced Chartered Accountants' Firms having office in Tripura for conduct of timely Compilation of Accounts for the year 2022-23 of Tripura Forest Development & plantation Corporation Limited and E filing and other related work of Tripura Forest Development & Plantation Corporation Limited) for F.Y 2022-23 as per terms & conditions laid down below.

EoI will be received upto 3.30 PM of 29.05.2023 (Monday) in the Registered office of TFDPC Ltd. PO. Abhoynagar, Agartala, Tripura, PIN-799005. Representative of the bidders may remain present during opening of the bids. The work of Compilation of Accounts will mainly focus on the following areas:

Sl no	Area for work
01	Compilation of Accounts of TFDPC Ltd. for the year 2022-23 in Tally software and MS Excel software
02	Preparation of Balance Sheet & Profit and loss Accounts for FY 2022-23 including schedules, notes on accounts, adjustment entries
03	Preparation and submission (Hard Copy) of consolidated General Ledger, Consolidated Journal & Consolidated Trial Balance & Consolidated Cash book.
04	Calculation of Self- assessment Tax, payable or refundable.
05	Reply of Audit queries raised during Statutory Audit & Supplementary Audit
06	Calculation of stock & Inventory valuation
07	Allocation of Indirect Expenses
08	Balance Sheet Abstract & General Business Profile
09	Notes to Accounts
10	Significant Accounts Policy
11	Schedule of Plantation under development as on 31.03.2023
12	Schedule of Developed Plantation statement as on 31.03.2023
13	Cash Flow Statement as on 31.03.2023
14	Detail of Production figure (in MT)
15	Detail of Salary & wages calculation

16	Detail of Depreciation Calculation as per Income Tax Act & Companies Act
17	Deferred tax calculation
18	Detail of CWIP calculation
19	Detail of cost of production of all items of TFDPC Ltd and closing stock valuation.
20	Preparation of Details of Accrued Interest as on 31.03.2023
21	Preparing details reply to the queries of Statutory auditors at the time of Statutory Audit of 2022-23
22	Preparing details reply to the queries of CAG auditors at the time of CAG Audit of 2022-23
23	Preparing Journals entries for FY 2022-23 for all Divisions, IE, Factory & HQ of TFDPC Ltd
24	Review of accounts in Tally software for 2022-23 of All Divisions, IE, Factory & HQ of TFDPC Ltd
25	Any other matter as instructed by Managing Director, TFDPC Ltd

Terms & Conditions of EoI:

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. A detail statement of experience of the bidder regarding compilation of annual accounts of Government Corporations in Tripura will have to be submitted.
2. The envelopes should be super-scribed as " RFP for Compilation of Accounts for the year 2021-22". The selection of the Firm will solely rest on the discretion of the Authority.
3. The RFP 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.
4. The interested Chartered Accountant Firms is to submit their EoI addressed to the undersigned clearly indicating the Terms of Reference, if any & Fees Chargeable.
5. In case of more than one participants submit their bids, the lowest bidder (L1) qualifying all the terms and conditions for the assignment, will be selected.
6. In case more than one participant submit lowest (L1) bid, experience of bidders regarding compilation of annual accounts of Government Corporations in Tripura will be considered. Information of experience of the bidders regarding compilation of annual accounts of Government Corporations in Tripura is to be separately mentioned in the bid.
7. 50% of fees (plus GST) will be paid after completion of assignment of Compilation . 30% of the fees (plus GST) will be paid after conclusion of Statutory Audit. Rest 20% of the fees (plus GST) charged will be paid after conclusion of CAG Audit. Timely completion of accounts is important for the assignment.
8. The time limit for timely compilation of the accounts is **45 (Forty Five) days** from the delivery of consolidated monthly cash trial to the compiler. Separate bills to be submitted for each part of payment. The Party has to submit a completion report along with final bill after the assignment is duly completed.

9. Minimum Fees will be ₹ 1.5 Lacks for this assignment.

10. 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

sdy-

(Dr. R.Das)

Managing Director
TFDPC Ltd

No: 14-42/CA/TFDPC-2022/

790-95

Dated:

10/05/23

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 & website of this Office
- ✓ 5. Website of this Office
6. M/S _____

Executive Director
TFDPC Ltd