



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 FOR COMPILATION OF ACCOUNTS

Request for Proposal is invited from the Local experienced Chartered Accountants' Firms having office in Tripura for conduct of timely Compilation of Accounts for the year 2024-25 of Tripura Forest Development & plantation Corporation Limited and other related work of Tripura Forest Development & Plantation Corporation Limited) for F.Y 2024-25 as per terms & conditions laid down below.

EoI will be received in the Registered office of TFDPC Ltd. PO. Abhoynagar, Agartala, Tripura, PIN-799005 upto 3.00 PM of 14-05-2025 (Wednesday). ***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 2024-25 in Tally software and MS Excel software
02	Preparation of Balance Sheet & Profit and loss Accounts for FY 2024-25 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 31.03.2025
12	Schedule of Developed Plantation statement as on 31.03.2025
13	Cash Flow Statement as on 31.03.2025
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 31.03.2025
21	Preparing details reply to the queries of Statutory auditors at the time of Statutory Audit of 2024-25
22	Preparing details reply to the queries of CAG auditors at the time of CAG Audit of 2024-25
23	Preparing Journals entries for FY 2024-25 for all Divisions, IE, Factory & HQ of TFDPC Ltd
24	Review of accounts in Tally software for 2024-25 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 (Certificate shall be enclosed). 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 " Proposal for Compilation of Accounts for the year 2024-25". 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 indication the Terms of Reference, if any & Fees Chargeable.
5. Minimum Fee for the completion of job ₹ 50,000/-
6. In case of more than one participant submit their bids, the lowest bidder (L1) qualifying all the terms and conditions for the assignment, will be selected.
7. 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.
8. 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.
9. 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.

10. The bidder shall be specifying clearly rate of the assignment both in figure and words. GST and any other Taxes/Levies shall be mention separately.

11. The Managing Director reserves the right to award the work to anyone other than the lowest bidder based on past experience and cancel even to the lowest bidder without assigning any reason.

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

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(Dr. A. M. Kanfode)
Managing Director
TFDPC Ltd

No: 14-42/CA/TFDPC-2025/ 876-87

Dated: 02/05/2025

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.
5. Website of this Office
6. IT Section for e-publish.
7. M/S _____

(J. Bhattacharjee, IFS) 02-05-2025
Executive Director
TFDPC Ltd