



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 is invited from the local Chartered Accountants' Firms for conduct of Internal Audit covering period of 2024-25 for Rowa RPC under North (Kumarghat) Division, Matinagar RPC under Sadar Division, Abhangcherra RPC under South- I (Santir Bazar) Division and Garifa RPC under South- II (Sabroom) Division of Tripura Forest Development & plantation Corporation Limited (Four 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 with the applicable laws of the country or not.
2. Verification of Transactions to ensure whether these are prejudicial to the interest of the organization or not.
3. Physical verification of Stocks & Cash. A report of such Physical verification is to be submitted.
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 verification 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.
11. Analysis of Purchase Statement and Sale Proceeds 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 (old), CST (old), GST, TCS, TDS, Service Tax, PF, Professional Tax etc and will prepare a reconciliation report of the same.
16. Analysis of Statement fixed Assets along with statement on addition, disposal, adjustment, sale etc of Fixed Assets.
17. Auditor will check every voucher, cash book, ledger, other registers, returns, records and documents and will mark them with initial as proof of checking.
18. 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 Expression of Interest (Eoi) addressed to the undersigned send the same at the above address so as to reach by 3.00 PM, 07-08-2024 (Wednesday). The envelopes should be super-scribed as " RFP for Internal Audit (Plantations Centre) Of TFDPC Ltd covering period 2024-25)." The selection of the Firm will solely rest on the discretion of the Authority.

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.
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 (**Plantations Center**) Of TFDPC Ltd covering period 2024-25)." 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.

7. 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.
8. 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.
9. Adult Report must include Units wise reporting for all seven units.
10. The Firm has to visit all Five unites 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 be reimbursed by TFDPC Ltd .
11. Interim Audit reports shall be submitted quarterly for 2024-25 within a month of the next quarter to the office of the Managing Director. Completion of the whole assignment should be on or before 30th April 3 Interim & Final Audit reports shall include duly signed reply of the concerned head of the office of that unit against the observations/ findings/ comments of the Internal Auditor.
12. 20% 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. Completion of the whole assignment should be on or before 30th April 2025. Separate bills are to be submitted for each part of payment.
13. Audit reports shall be submitted without delay.
14. Managing Director reserves the right to cancel even to the lowest bidder without assigning any reason.

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

Sd/-
Managing Director
TFDPC Ltd

No: F.14-34/IA/CA/TFDPC-2021/ 2534-44

Dated: 30/07/2024

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

(J. Bhattacharjee, IFS)
Executive Director
TFDPC Ltd