



**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  
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No: F.14-34/IA/CA/TFDPC-2021/ 6537-42

Dated: 12/10/05

**NOTICE INVITING REQUEST FOR PROPOSAL (RFP)**

Tripura Forest Development & Plantation Corporation Limited (TFDPC) invites Request For Proposal from the local Chartered Accountants/ Cost Accountant Firms of Tripura for conducting the Internal Audit covering period of 2025-26 for its Bilthai RPC, Sailenbari RPC, Panitilla RPC, Jouri RPC, Rowa RPC, Ratacherra RPC, Nalkata RPC, N. C. Para RPC, Amarendra Nagar RPC & Saiderpar RPC and Betcherra IE under **NORTH (Kumarghat) Division of Tripura Forest Development & plantation Corporation Limited.**

**INTRODUCTION OF THE CORPORATION: -**

The Corporation was established in the year 1976 under the Companies Act, 1956 by the Govt. of Tripura with equity participation from the Govt. of India Ministry of Environment & Forests. The authorized share capital of the corporation is Rs.10.00 crores. TFDPC Ltd is a good example of generating wealth from forest management and helping in economic empowerment of rural poor and Tribals in Tripura. Tripura Forest Development & Plantation Corporation Limited is a Public Sector Undertaking of Government of Tripura. The Corporation is mandated for development of forests through plantations and upliftment of economically weaker sections especially tribal population of Tripura.

The corporation was registered under the Companies Act, 1956 on 26-3-1976. The main objectives of the Corporation is to carry out business in Rubber cultivation, processing and promotion of Rubber based industries and Bamboo based industries. The Corporation works based on annual plan duly approved by the Board of Directors.

**FOR DETAILS PLEASE VISIT OUR WEBSITE:** <https://tfdpc.tripura.gov.in>

The interested local Chartered/Cost 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 4.30 PM, 31-10-2025 (Friday).

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**A. REQUEST FOR PROPOSAL IS INVITED FOR THE AUDIT WHICH WILL MAINLY FOCUS ON THE FOLLOWING AREAS: -**

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**1. Governance & Compliance**

Area	Key Check Points
Delegation of Powers (DoP)	Check if expenditures are within sanction issued and compliance with the applicable laws of the country or not.
Policies & Manuals	Ensure policies (HR, Finance, Procurement, IT, etc.) are approved and updated. And also to ensure these are prejudicial to the interest of the organisation or not
Statutory Compliance	Check timely filing under Companies Act, GST, Income Tax, PF/ESI, etc. 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 and report of any pending cases if any, their status and verification of correctness of the amount.
Internal Financial Controls (IFC)	Whether adequate monitoring and inspection is being done to control, prevent, reduce and discover fraud and other irregularities in existence & working properly or not. Also examination/evaluation of the Accounting System at units to check whether the systems are adequate to generate reliable information promptly or not. Whether Journal, ledger, Cash book, Other Accounting Books & Accounting Records are properly maintained in compliances with the applicable laws of the country or not. Verification of Transactions to ensure whether these are prejudicial to the interest of the organization or not. Whether adequate monitoring and inspection is being done to control, prevent, reduce and discover fraud and other irregularities in existence & working properly or not. Whether regular monitoring of different plantation activities is done? Also give suggestions to make system more effective.

**2. Finance & Accounts**

Area	Key Check Points
Books of Accounts	Check timely posting, reconciliation, and accuracy.
Bank Reconciliation	Ensure monthly BRS prepared and reviewed.
Cash Management	Surprise cash counts, cash limit compliance, proper documentation and report of cash verification to be prepared.
Fixed Assets Register (FAR)	Check tagging, depreciation, capitalization, and disposal details and the status of register maintained. Preparation of reconciliation statement between Asset register and Financial Book report to be made. Also Analysis of Statement fixed Assets along with statement on addition, disposal, adjustment, sale etc of Fixed Assets.
Advances & Deposits	Verify ageing, adjustments, and approval of advances.

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Area	Key Check Points
Journal Vouchers	Review justification, authorization, and supporting evidence.
Investments	Whether invests are being made as per approved policy and to Find/Point out Waste Inefficiencies & Suggest Ways for Operational Improvement
Expenditures	Physical verification of expenditure vouchers
Fund	Analysis of fund details including monthly interest received on deposits

**3. Revenue / Receivables**

Area	Key Check Points
Sales / Service Billing	Verify correctness, approval, and timely invoicing. Analysis of Sale Statement
Debtors Ageing	Review overdue balances; check for provisioning or write-offs.
Reconciliation with GST Returns	Match revenue as per books and GSTR-1/3B etc.
Credit Policy	Check adherence to credit limits and approval hierarchy.

**4. Procurement & Payables**

Area	Key Check Points
Tendering Process (GFR/Manual)	Ensure transparency, L1/L2 process, bid evaluation, and approvals.
Purchase Orders (POs)	Check authorization, rate comparison, and terms. Analysis of Purchase Statement
Goods Receipt Notes (GRN)	Verify physical receipt vs. invoice.
Vendor Payments	Ensure invoice verification, TDS deduction, and timely payment.
Creditor Ageing	Review outstanding liabilities and confirmation from vendors.

**5. Inventory & Stores**

Area	Key Check Points
Stock Register	Verify completeness and periodic reconciliation with physical stock.
Physical Verification	Ensure physical count done at least once in a quarter. Also to do physical verification of stocks report to be submitted. Also prepare monthly Inventory valuation report as per Accounting standards applicable to the TFDPC Ltd.
Obsolete / Slow-Moving Items	Identify and provide for NRV reduction or disposal.
Issue/Consumption	Check authorization and linkage with production or use. Analysis of Stock Statement of Rubber & Rubber products, Timber, Boars, Door,

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Area	Key Check Points
	Furniture, Bamboo etc and also of Stores, spears & Major Consumables along with last physical verification details.

6. Additional Comments /observations necessary to make the Internal control more strong and robust

**NOTE :-**

1. Auditor will check every voucher, cash book, ledger, other registers, returns, records and documents and will mark them with initial as proof of checking.
2. Any other areas of work as directed by the Managing Director.

**B.TERMS & CONDITIONS OF RFP:**

**ELIGIBILITY CRITERIA: -The interested Bidders shall have to comply with the following criteria to participate in the tendering process: -**

1. Must be registered with the Institute of Chartered Accountants of India or Institute of Cost and Works Accountants as on 01-01-2025 at the application of the tender. (Self-Attested copy of Registration/ Constitution Certificate issued by Institute to be furnished.)
2. The Firm must have latest CAG empaneled Agartala based and the copy of the same has to be attached. (Self-Attested copy of latest C&AG Empanelment Letter to be furnished.)
3. The Firm must have HEAD OFFICE in Tripura for participating in the Tender and the copy of evidence must be enclosed.
4. Must be having a minimum auditing experience of at least 5 (Five) assignments/projects with Government/PSU/Societies/Statutory Board/ Corporation/ Cooperatives/FPOs in last 4 (four) Years and each value should be atleast Rs.1 Lakhs or above. (Kindly enclose the work order and completion certificate).
5. Must be registered under Goods & Service Tax Act. (Self- Attested GST Registration Certificate to be furnished.)
6. Must submit latest self attested last three years Income Tax Return Acknowledgment of the Firm
7. Details of Number of Partners/ Articles/Employees and work experience of each member along with the Brief introduction of the firm as on the date of Application of the tender.

8. The Firm who has been appointed as Statutory Auditor by CAG for auditing the accounts of TFDPC Ltd for relevant years will not be appointed.
9. Firms PAN (self attested to be furnished).
10. Average T/O for the three previous year should be Rs. 50 Lakhs. Proof must attached with self attestation.
11. The total division Audit for each quarter along with submission of Audit Report must be completed within 25 days and a declaration must be submitted

**INSTRUCTIONS TO BIDDERS:-**

**i) Submission of the Proposal**

- a) The proposal shall be submitted in a sealed envelope at Tripura Forest Development & Plantation Corporation Limited, PO- Abhoynagar, Agartala, Tripura, -799005 with clear inscription as “PROPOSAL FOR ENGAGEMENT OF RFP for Internal Audit (**Plantations Center under North Division**) of TFDPC Ltd covering period 2025-26 REFERENCE NO. ....” on top of it.
- b) The Proposal shall be in two parts i.e. Cover-A and Cover-B. “Cover-A” shall contain the Technical Proposal and “Cover-B” shall contain the Financial Proposal.
- c) Technical and Financial Proposal shall be submitted separately in sealed covers with clear inscription as “TECHNICAL/FINANCIAL PROPOSAL; REFERENCE NO. ....” on top of respective covers and both the sealed envelopes shall be sealed in a third envelop with required inscription on it as mentioned in Clause (a) above.

**ii) Bidders will be selected by the point score by considering Technical & Financial proposal worth 70:30**

**Technical Evaluation (70 marks)**

Sl no	Particulars	Marks Allotment
1.	Head Office in Tripura	10 Marks
2.	Average Turnover	a. More than Rs.50 Lakhs for the last three years -10 marks b. Less than Rs. 50 Lakhs for the last three years- 5 Marks
3.	Experience in Audit in other Government Section for the last Five years of value Rs.1,50,000/-	a. More than 5 Audit assignment = 10 marks (5*2)

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		b. less than 5 Audit Assignment = 5 marks
4.	Experience in Audit in Forest Department /TFDPC ltd for the last three years whose Audit fees more than Rs.1,00,000/- during the last 3 years	15 Marks (3*5)
5.	No. of partners	a. More than 3 = 10 Marks
		b. Less than 3 = 5 marks
6.	No. of Skilled Audit Staffs (CA/Cost/CS Inter or CA/CS/Cost final)	a. More than 5 = 10
		b. Less than 5 = 5
7.	Total No. of staffs	a. More than 10 = 5
		b. Less than 10 = 0

### iii. EVALUATION CRITERIA

- a) The proposals shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- b) The Financial Proposals shall be opened of those Firms who will qualify in the technical evaluation.
- c) Firms securing 60 or more marks (out of 100) in technical bid only will be eligible for the next stage of financial evaluation. However, in case none of the firms secure 60 or more marks, the bids won't be discarded. Instead, all firms will be ranked from **highest to lowest** based on their technical marks, and the process will proceed with that ranking.

### Sample QCBS Evaluation Sheet

#### Tender Details

#### Part A — Technical Evaluation

Evaluation Criteria	Max Marks	Bidder A	Bidder B	Bidder C
1. Experience in Similar Assignments	25	22	18	20
2. Experience with PSUs / Govt. Clients	15	12	14	10
3. Qualification & Experience of Team	20	18	15	16
4. Audit Methodology / Approach	25	21	18	19
5. Financial Soundness / Turnover	15	12	10	9
<b>Total Technical Score (T)</b>	<b>100</b>	<b>85</b>	<b>75</b>	<b>74</b>

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Evaluation Criteria	Max Marks	Bidder A	Bidder B	Bidder C
Qualifying Status (Min. 70%)		<input checked="" type="checkbox"/> Qualified	<input checked="" type="checkbox"/> Qualified	<input checked="" type="checkbox"/> Qualified

### Part B — Financial Evaluation

Bidder	Financial Quote (₹ in lakh)	Formula ( $L_1 / \text{Bid Price} \times 100$ )	Financial Score (F)
A	10.00	$10.00 / 10.00 \times 100$	100.00
B	8.00	$10.00 / 8.00 \times 100$	125.00* (Capped at 100)
C	9.00	$10.00 / 9.00 \times 100$	111.11* (Capped at 100)

(As per GFR, financial score is normalized to 100 max.)

### Part C — Combined QCBS Score

Bidder	Technical Score (T)	Financial Score (F)	Weighted Score ( $0.7T + 0.3F$ )	Rank
A	85	100	89.5	1
B	75	100	82.5	2
C	74	100	81.8	3

#### Final Recommendation

Based on the QCBS evaluation, **Bidder A** has secured the highest combined score of **89.5** and is therefore recommended for award of contract, subject to approval by the competent authority.

#### iv) Award of Contract

a) Based on the QCBS evaluation, **Bidder who** has secured the highest combined score of and is therefore will be recommended for award of contract, subject to approval by the competent authority.

b) Any effort by a firm to influence TFDPC Ltd in its decision on bid evaluation or placement of Work Order may result in rejection of the firm's offer.

**C. OTHER TERMS & CONDITIONS: -**

1. Audit Report must include Units wise reporting for all RPCs.
2. The Firm has to visit all RPC's 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
3. Interim Audit reports shall be submitted quarterly for 2025-26 within a month of the next quarter to the office of the Managing Director. Completion of the whole assignment should be on or before 30<sup>th</sup> April 2025. 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.
4. 20% of total fees (plus GST) will be paid after receipt of each Quarter interim audit report. Remaining part (20%) of the fees (plus GST) will be paid after submission of consolidated audit report.
5. Managing Director reserves the right to cancel even to the selected bidder without assigning any reason.
6. The Interested Chartered Accountant Firms are requested to submit their RPF addressed to the undersigned clearly indication the Terms of Reference, fees etc.

*Sd/-*

**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 Division
4. Notice Board.
5. Website of this Office.
6. IT Section for e-publish.

  
(J. Bhattacharjee, IFS) 17-10-2025  
**Executive Director**  
**TFDPC Ltd**

ANNEXURE – A

Profile of the Applicant (To be furnished along with the Technical Proposal Cover “A” on the Letter Head of the Firm)

Sl. No	Particulars	Details	Requisite Documents Enclosed (Yes/No)
<b>The details may be complied from ELIGIBILITY CRITERIA and TECHNICAL EVALUATION table</b>			

Note: (i) Information may be furnished in separate sheet (s) wherever necessary.  
(ii) In case of documents, they should be self-Attested photocopies.

We hereby agree with all the terms and conditions of the TFDPC Ltd and we hereby undertake to abide by same

Date:

Place:

Authorized Signatory  
(Signature and Seal of the Authorized Signatory)

(Signature)

ANNEXURE -B

FINANCIAL PROPOSAL (To be furnished in Cover-B on the Letter Head of the

Firm)

1. Name and Address of the Bidder:-

2. Price Details:-

Sl.No	Particulars	Amount (Rs)
01	Audit Fees for the scope of work as per TFDPC Ltd	
Total		

The Consolidated Audit fee should be quoted inclusive of TA/DA/Boarding/Lodging etc. Total Price excluding GST: Rs ..... (In words)

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Note: If there is a discrepancy between words and figures, the amount in words shall prevail. We hereby agree with all the terms and conditions of the TFDPC Ltd and we hereby undertake to abide by same.

Date:

Place:

Authorized Signatory

(Signature and Seal of the Authorized Signatory

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