

**TRIPURA REHABILITATION PLANTATION CORPORATION LIMITED**  
(A GOVERNMENT OF TRIPURA UNDERTAKING)

Registered Office:  
Hamkhry Nuhyung (Building 1<sup>st</sup> Floor)  
P. N. Complex, Gurkhabasti,  
Tripura West, Agartala,  
Pin Code: 799006,  
(Phone & Fax No.: 0381- 2323732)  
Email ID: [trpcLtd83@gmail.com](mailto:trpcLtd83@gmail.com)  
Dated, Agartala, /08/2025

No.F.1-227/ACC/TRPC-2013/PART-I/

**NOTICE FOR EXPRESSION OF INTEREST (EOI)**

**For Installation of Tally Prime on Cloud and Conducting Training Programme**

Sealed Expressions of Interest (EOI) are invited from reputed and experienced firms/establishments for the installation of Tally Prime on Cloud across multiple TRPC Ltd. locations and organizing a comprehensive training programme for accounting staff. The EOI shall be received up to 3:00 PM on 30<sup>th</sup> August, 2025 at the registered office of TRPC Ltd., Gurkhabasti, Agartala, and will be opened on the same day at 3:30 PM, if feasible, in the presence of available representatives.

**Scope / Area of Work:**

Tripura Rehabilitation Plantation Corporation Limited (TRPC Ltd.) is a Government of Tripura undertaking, engaged in the procurement and sale of natural latex and the manufacturing of rubber sheets. It has operational setups at the following locations:

- **Head Office:** Gurkhabasti, Agartala
- **District Offices:** Dhalai, Kumarghat, Udaipur, and Agartala
- **Total Accounting Staff:** 10 personnel
- **Annual Turnover:** Approx. ₹20 crore

The selected firm/establishment will mainly focus in the following:

**1. Installation and Configuration:**

- o Installation and cloud-based deployment of **Tally Prime** software across all TRPC Ltd. locations including the Head Office and district offices.
- o Ensure centralized access to Tally from all offices with secure login, real-time data synchronization, and cloud storage backup.
- o Setup necessary remote access rights, user roles, and data security protocols in accordance with standard accounting practices.

**2. Training Programme:**

- o Design and deliver a **comprehensive training programme** for TRPC Ltd.'s accounting staff (10 members).
- o Training should include practical sessions on data entry, inventory management, GST compliance, report generation, and remote access on Tally Prime Cloud.
- o Training should be conducted either on-site or through a hybrid model (in-person and online) as required by TRPC Ltd.

**3. Support and Maintenance:**

- o Provide initial **post-installation support** for a minimum period of 3 months.
- o Ensure handholding for software troubleshooting, data migration, and backup system management.
- o Offer guidance for integration of existing data or migration from previous Tally versions, if any.

  
**Dr. Hoanareddy, N., Jr.**  
Managing Director,  
TRPC Ltd.

**4. Deliverables:**

- o Detailed installation report
- o Training completion certificate for staff
- o User manuals or SOPs for Tally Prime operations
- o Maintenance and support plan

**5. Additional Assignments:** Undertake any other tasks as may be assigned by the Managing Director, TRPC Ltd., from time to time related to this assignment.**Terms and Conditions for Submission of EOI****1. Profile of the Firm:**

The applicant firm/establishment must submit a brief profile outlining the year of establishment, nature and scope of experience, educational and professional qualifications, and the strength of professionals engaged in the firm, particularly in the field of installation of Tally prime on cloud and training programme for this.

**2. Relevant Experience:**

The firm should highlight its experience in executing similar or related work for any public sector undertakings or government institutions. Attach documentary proof or work orders wherever applicable.

**3. Proposed methodology and plan:**

The firm must submit a detailed methodology and execution plan outlining the step-by-step approach for carrying out the installation of Tally Prime on Cloud and conducting the training programme for TRPC Ltd.

**4. Timeline for execution:**

The firm must submit a clear and detailed timeline for the execution of the entire assignment, including the installation of Tally Prime on Cloud and the training programme for TRPC Ltd.'s accounting staff.

**5. Contact Details:**

The firm must provide complete contact information, including the name of the contact person, designation, phone number, and email address. All official communications from TRPC Ltd. will be directed to this designated person. Preference will be given to firms located in or operating from Agartala, Tripura.

**6. Submission of Bids:**

The firm/establishment should submit:

- o A Technical Bid containing responses to Clauses **1 to 5** above, along with supporting documents.
- o A Financial Bid, clearly indicating the professional fee with a component-wise breakup (e.g., consultancy charges, taxes, other applicable charges).
- o Both bids must be placed in separate sealed envelopes and enclosed in a single outer envelope.

**7. Envelope Superscription:**

The outer envelope must be clearly super-scribed as: "EOI for installation of Tally Prime on Cloud and arrange training programme of TRPC Ltd."

  
(Dr. Hemareddy, N., IFB)  
Managing Director,  
TRPC Ltd.



**8. Earnest Money Deposit (EMD):**

The EOI must be accompanied by a Demand Draft of Rs. 10,000/- (Rupees ten Thousand only) drawn in favour of Managing Director, TRPC Ltd., payable at any nationalized bank.

- o This amount will be refunded to the successful bidder upon completion of the assignment.
- o For unsuccessful bidders, the EMD will be returned after finalization of the award process.
- o EOIs without the EMD will be rejected outright.

**9. Submission Address & Content:**

Interested firms/establishments must submit their EOI addressed to the undersigned. The EOI should clearly indicate the Terms of Reference (ToR), detailed methodology, and the proposed professional fee with a component-wise financial breakup.

**10. Tie-Breaker Clause**

In case of a tie in the quoted financial bid, the selection shall be based on the following:

- o Relevant experience in similar assignments.
- o Annual turnover of the firm in the last three financial years.
- o Staff strength and technical capacity of the firm.

**11. Technical Evaluation:**

The technical bids will be evaluated first based on eligibility criteria and relevant experience. Only technically qualified firms will be invited to participate in the opening of financial bids.

**12. Right to Reject:**

The Managing Director, TRPC Ltd. reserves the right to:

- Reject the lowest bidder, if it is found that the firm does not meet the essential eligibility criteria or lacks adequate technical capacity.
- Cancel or modify the EOI process at any stage without assigning any reason.
- Seek additional clarification or documents from any bidder during evaluation, if required.

  
Managing Director,  
TRPC Ltd., Agartala

cc:

1. The Director, Information Technology, Govt. of Tripura, ITI Road, Indranagar, Agartala with a request to upload the Tender Notice in State Portal.
2. The General Manager, TFDC Ltd. with a request to upload the Tender Notice in your official website.
3. The Deputy Manager, HQ, North/ South/ Dhalai/ West Zone TRPC Ltd. for information.
4. The In-charge, GIS Lab, Aranya Bhawan, with a request to upload the Tender notice in your official website.