

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

Registered Office:
Hamkhry Nuhung (Building 1st Floor)
P. N. Complex, Gurkhabasti,
Tripura West, Agartala,
Pin Code: 799006,
(Phone & Fax No.: 0381- 2323732)
Email ID: trpcld83@gmail.com

No. F.8 (81)/RPC & MU/TRPC-2018/1355-58

Dated, Agartala, 20/08/2025

NOTICE FOR EXPRESSION OF INTEREST (EOI)

For Appointment of Consultant and filling of monthly GST return of TRPC Ltd.

Sealed Expressions of Interest (EOI) are invited from reputed Chartered Accountant firm for Appointment of Consultant and filling of monthly GST return of TRPC Ltd. The EOI will be received up to **3:00 PM on 29th August, 2025** at the registered office of TRPC Ltd., and will be opened on the same day at **3:30 PM**, if possible.

In this regard earlier EOI issued vide No. F.8 (84)/RPC & MU/TRPC-2024/ 1119-26 dated 23/07/2025 treated as cancelled.

Area of Work:

The work for the Appointment of Consultant for Monthly GST Compliance and Return Filing for Tripura Rehabilitation Plantation Corporation Ltd. (TRPC Ltd.) shall be carried out in strict adherence to the provisions and latest guidelines under the Goods and Services Tax (GST) Act, 2017. The appointed consulting firm shall be responsible for ensuring timely, accurate, and compliant GST-related activities for TRPC Ltd., focusing on the following key areas:

- 1. Timely Filing of GST Returns:** Filing of all applicable monthly GST returns (GSTR-1, GSTR-3B, GSTR-9, etc., as applicable) within the statutory due dates, based on all bills, vouchers, and supporting documents compiled by TRPC Ltd.
- 2. Maintenance of GST Registers:** Preparation and regular updating of key registers such as Sales Register, Purchase Register, and Bill Register in accordance with GST norms.
- 3. E-invoicing and Documentation:** Preparation and generation of GST-related documents including e-invoices, e-way bills, and GST Challans, ensuring accuracy and compliance.
- 4. Record Keeping and Compliance Registers:** Maintenance of all necessary records and registers pertaining to GST such as e-invoice registers, e-way bill registers, Challan registers, and any other documentation as per statutory requirements.
- 5. Advisory and Compliance Updates:** Providing timely updates and guidance to TRPC Ltd. on any amendments, circulars, or notifications issued by the GST authorities. The consultant is expected to advise TRPC Ltd. proactively on all changes impacting GST compliance.
- 6. Discrepancy Handling and Representation:** In case of any discrepancy, mismatch, or notice from the GST department, the consultant shall provide necessary clarification, prepare suitable replies, and liaise with the Office of the Commissioner of GST or any other competent authority on behalf of TRPC Ltd.

7. **Additional Assignments:** Undertake any other GST-related tasks as may be assigned by the Managing Director, TRPC Ltd., from time to time, including appearances before tax authorities, reconciliation work, or submission of special reports.

The consultant shall work in close coordination with the Marketing Section & Accounts Section of TRPC Ltd. and shall be fully responsible for ensuring statutory compliance under the GST Act, safeguarding the interest of the Corporation.

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 accounting, taxation, and GST compliance.

2. **Empanelment with C&AG:**

The firm must be empanelled with the Comptroller and Auditor General (C&AG) of India. A copy of the empanelment certificate must be enclosed with the proposal.

3. **Relevant Experience:**

The firm should highlight its experience in executing similar or related consultancy assignments, especially involving GST compliance, return filing, and advisory services for public sector undertakings or government institutions. Attach documentary proof or work orders wherever applicable.

4. **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.

5. **Submission of Bids:**

The firm/establishment should submit:

- A Technical Bid containing responses to Clauses **1 to 4 above**, along with supporting documents.
- A Financial Bid, clearly indicating the professional fee with a component-wise breakup (e.g., consultancy charges, taxes, other applicable charges).
- Both bids must be placed in separate sealed envelopes and enclosed in a single outer envelope.

6. **Envelope Superscription:**

The outer envelope must be clearly super-scribed as:

“EOI for Appointment of Consultant for Monthly GST Return Filing of TRPC Ltd.”

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

The EOI must be accompanied by a Demand Draft of Rs. 5,000/- (Rupees Five Thousand only) drawn in favour of Managing Director, TRPC Ltd., payable at any nationalized bank.

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

8. Minimum Consultancy Fees:

Minimum Consultancy Fees Rs. 2,500/- (Rupees two thousand five hundred) only per month will be paid from this Corporation.

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:

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

11. Technical Evaluation:

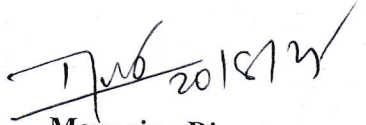
The technical bids will be evaluated first based on eligibility criteria and relevant experience. Only technically qualified firms will be invited to participate in the opening of financial bids.

12. The qualified bidder may be awarded the work order for a period exceeding one (1) year, subject to the fulfilment of all other applicable terms and conditions. The extension of the work order will be based on satisfactory performance, compliance and mutual agreed between both parties.

13. 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.