

TRIPURA REHABILITATION PLANTATION CORPORATION LIMITED
(A Government of Tripura Undertaking)

Registered Office:
1st floor Hamkhry Nuhung Building
Pandit Nehru Complex
Agartala -799006, West Tripura
Phone & Fax: 0381 2323732
Email ID: trpcltd83@gmail.com

No.F.4-181/GEN/TRPC-90/Vol-II/ 774-81

Dated, Agartala, the 13 /06/2025

NOTICE INVITING FOR EXPRESSION OF INTEREST

Request for expression of interest is invited from the local Company Secretary firm, Chartered Accountants' Firms and Cost Accountant firm for conduct of company related works (MCA portal) for the year of 2019-20 to 2024-25 of **TRIPURA REHABILITATION PLANTATION CORPORATION LIMITED (TRPCL)**. EoI will be received up to **3.00 PM of 30th June, 2025** in the registered office of TRPC Ltd. and will be opened on the **same day at 3.30 PM, if possible**. The work of Ministry of Corporate affairs related works will mainly focus on the following areas:

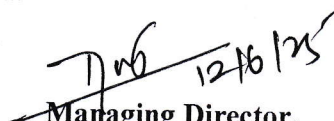
1. Timely preparation and filing of annual returns and financial statements with the Registrar of Companies (RoC) on a yearly basis.
2. Filing of necessary forms related to the resignation of existing Directors, appointment of new Directors, reappointment or change of statutory auditors, and other key managerial positions through the MCA portal.
3. Filing of various statutory forms and returns under MCA for changes in the company's structure, shareholding pattern, directorships, and authorized or paid-up capital.
4. Maintenance and updating of statutory registers and records as per the Companies Act, 2013.
5. Monitoring and facilitating compliance with event-based filings such as changes in the registered office, amendment of Memorandum and Articles of Association (MOA & AOA), and other statutory modifications.
6. Handling Digital Signature Certificate (DSC) renewals and Director Identification Number (DIN) related formalities.
7. Ensuring compliance with MCA guidelines, rules, notifications, and circulars issued from time to time.
8. Assisting in the conduct of Board Meetings, Annual General Meetings (AGMs), and Extraordinary General Meetings (EGMs) including preparation of notices, agendas, resolutions, and minutes.
9. Coordinating and communicating with the Registrar of Companies and other regulatory authorities on behalf of TRPC Ltd. as required.
10. Advising the management on various company law matters, secretarial standards, and corporate governance issues relevant to TRPC Ltd.
11. Any other matter as instructed by the Managing Director, TRPC Ltd.


(Dr. Honnareddy, M. IFS)
Managing Director,
TRPC Ltd.

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Terms & Conditions of EoI:

1. A brief profile of the firm/establishment, indicating year of establishment, experience, qualifications, and the strength of its professionals must be submitted.
2. Relevant experience in similar or related works should be highlighted separately.
3. The firm must provide complete contact details including name, phone number, and email address. All official communications will be made to that person/address only. Preference will be given to firms based in Tripura, Agartala.
4. The EOI must include a Demand Draft of Rs.5,000/- (Rupees five thousand) only in favour of Managing Director, TRPC Ltd., drawn on any nationalized bank. This amount will be refunded to the successful bidder upon completion of the task.
5. Interested firms/establishments must submit their EOI addressed to the undersigned, clearly indicating the Terms of Reference and professional fee charges with year-wise breakup.
6. In case of a tie in the quoted fee, the selection will be based on relevant experience, firm's turnover in the past five years, and staff strength.
7. The Managing Director reserves the right to reject the lowest bidder or cancel the tender process if the bidder fails to meet the required qualifications and criteria.


Managing Director,
TRPC Ltd., Agartala

cc:

1. The Director, Information Technology, Govt. of Tripura, ITI Road, Indranagar, Agartala with a request to upload the EoI notice in State Portal.
2. The General Manager, TFDC Ltd. with a request to upload the EoI 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 EoI notice in your official website.