



## WEST BENGAL STATE SEED CORPORATION LIMITED

(A Govt. of West Bengal Company)

### OFFICE OF THE DISTRICT MANAGER, JALPAIGURI

Regd. Head Office: Bengal Chemical Building (5th floor), 6, Ganesh Chandra Avenue, Kolkata -700 013

**Memo No.: 147/ WBSSCL / JAL**

**Dated: 20/07/2018**

#### NOTICE INVITING QUOTATION

**Reference No: WBSSCL/JAL/NIQ 03 Dated 20/07/2018**

**Sub: Engagement of Service providing Individual/Agency for preparation of Accounts in GST enable "Tally E.R.P 9" and Services for West Bengal State Seed Corporation Ltd. Jalpaiguri unit.**

Sealed quotations are here by invited from bonafide or experienced professionals from Individual/Agency for one year i.e. F.Y 2018-2019 & 2019-2020 for office of the District Manager, Jalpaiguri following assignments for District unit.

#### Schedule of work:

- ❖ Data entry for preparation of monthly Accounts (Cash & Stock) in GST enabled "Tally E.R.P 9".
- ❖ GST monthly and annual return in GST enabled "Tally E.R.P 9".
- ❖ Day to Day Microsoft office activities.

#### Testimonials to be enclosed with the form:

1. Application in a plain paper.
2. Bio-data in a standard prescribed format.
3. Self-attested copy of experience Certificate of "Tally E.R.P 9".
4. Self-attested copy of experience Certificate of Microsoft Office Packages.
5. Self-attested copy of valid PAN Card, Aadhaar Card of Indian Citizens.
6. Any relevant experience certificate may attach with the application form.
7. GST no. is to be enclosed in case of Agency only.

#### TERMS AND CONDITIONS

1. The Consolidated rate should be quoted separately for each schedule of work as stated above. The quoted rate should be inclusive of all charges, i.e. travelling allowances, tiffin allowances, etc. (including GST charges in case of Agency).
2. Payment will be made through A/C Payee Cheque against the submission of the bill in duplicate on pro-rata basis.
3. The penalty, if any imposed by GST authority due to wrong/delay filling for negligence of the agency, will have to be borne by the said agency. In such case of Individual/Agency shall be liable to compensate any loss suffered by the Corporation.
4. The contract will be initially for one year starting from the date of execution of the agreement. If the service of the said is found satisfactory the contract with the Individual/Agency may be extended for further one year by considering the rules and regulations of the Corporation. However, if any discrepancies have noticed during the tenure of the contract period or any contractual dispute, the contract can be terminated by giving one month notice.
5. The selected Individual/Agency has to enter into an agreement in Non Judicial Stamp Paper of Rs. 10/20 denomination with the Corporation before taking up the assignment.
6. The Corporation reserves the right to accept or reject all the quotationers without assigning any reason thereof.
7. Sealed quotation specifying clearly on the top of the envelop "QUOTATION FOR PREPARATION OF MONTHLY ACCOUNTS IN GST ENABLED "TALLY ERP 9" in the earmarked box kept in the office premises with office hours upto 2:00 P.M on 30/07/2018. The quotations will be opened on the same day i.e. on 30/07/2018 at 2:30 P.M. and interested quotationers may remain present at the time of opening of the quotations.

  
District Manager

W.B. State Seed Corporation Ltd. Jalpaiguri

**Memo No: 147 /1(10)/WBSSC/JAL**

**Date: 20/07/2018**

#### **Copy forwarded for kind information and wide circulation to-**

1. The Managing Director, WBSSCL/ Kolkata-13
2. The District Magistrate, Jalpaiguri
3. The Regional Manager/WBSSCL, Jalpaiguri Range- with request to kindly attend this office during opening of said quotation on schedule date and time.
4. The Finance & Accounts Officer, WBSSCL/Kol-13
5. The Deputy Director of Agriculture, (Admn.), Jalpaiguri- with request to kindly attend this office during opening of said quotation on schedule date and time.
- ✓ 6. District Informatics Officer (NIC), Jalpaiguri with a request to upload the notice in the official website of the District Magistrate, Jalpaiguri
7. The Assistant Director of Agriculture Marketing (Admn), Jalpaiguri- with request to kindly attend this office during opening of said quotation on schedule date and time.
8. The District Information & Cultural Officer, Jalpaiguri
9. Notice Board of the office
10. Copy for tender file

  
District Manager

W.B. State Seed Corporation Ltd. Jalpaiguri