

E-Mail :- wbsscl@gmail.com
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Phone : 2225-7195 /2237-4369 / 2236-7859

Fax : 033-2237-5591



WEST BENGAL STATE SEED CORPORATION LIMITED

(A Govt. of West Bengal Company)

Reg. Head Office : 6, Ganesh Chandra Avenue, (5th Floor), Kolkata – 700 013

Memq No:792.....

Date: ...9...8...17.....

QUOTATION

Sub: Engagement of agencies for GST filing return & other services.

Ref: WBSSCL/MD/KOL/NIQ-17/2017-18 dt. 09.08.2017.

Sealed quotations are invited from bonafide and experienced professionals for engagement of agencies for one year for the following assignments in respect of the H.Q. of the Corporation.

- Data entry for preparation of monthly Accounts (Cash & Stock) in GST enabled Tally.ERP 9 for Head Quarter.
- GST monthly return in GST enabled Tally.ERP 9 for Head Quarter.
- GST annual return in GST enabled Tally.ERP 9 for Head Quarter.
- Imparting simultaneous hands-on training on GST matters to employees.

:: TERMS AND CONDITIONS ::

1. The consolidated rate should be quoted for all the works above both in figures and in words with break-up of all taxes as applicable in West Bengal, on yearly basis. The details of taxes may also be depicted.
2. Quotation in marked and sealed cover along with attested copies of valid Trade License, PAN and GST No. and credentials should be dropped in the earmarked box kept in the office premises within office hours up to 1 P.M. on 24.08.2017 specifying clearly on the top of the envelope "QUOTATION FOR GST FILING RETURNS AND OTHER SERVICES". The quotations will be opened on the same day i.e, on 24.08.2017 at 1.30 P.M. and interested quotationers may remain present at the time of opening of the quotation.
3. The Corporation reserves the right to accept or reject all the quotations without assigning any reason thereof.
4. Payment will be made through A/C Payee Cheque against the submission of the bill in duplicate on Pro-rata basis.
5. The penalty if any imposed by GST authority due to wrong/delayed filing for negligence of the agency will have to be borne by the said agency. In such case agency shall be liable to compensate any loss suffered by the Corporation.
6. The contract will be initially for one year starting from the date of execution of the agreement. If the service of the agency is found satisfactory the contract with the agency may be extended on year to year basis with mutual agreement between the parties. However, if any discrepancies are noticed during the currency of the contract period or any contractual dispute, the contract can be terminated by giving one month notice.

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7. The successful bidder will have to enter into an agreement in Non Judicial Stamp Paper of Rs.10/20 denomination with the Corporation before taking up the assignment.

S. S. 2017

MANAGING DIRECTOR
WEST BENGAL STATE SEED CORPORATION LTD.

Memo No: *796/1/8*

Date: *9.8.17*

Copy forwarded for information and necessary action:

1. General Manager/ Finance & Accounts Officer, WBSSC Ltd.
2. All members of Purchase Committee.
3. Company Secretary, - He is also requested to arrange and upload the same in our official Website and arrange publication in two daily News Papers.
4. The Post Master, G.P.O.
5. Divisional Manager Seladah/Howrah Railway Station.
6. NOTICE BOARD OF THIS OFFICE

S. S. 2017

MANAGING DIRECTOR
WEST BENGAL STATE SEED CORPORATION LTD.