



**Office of the District Manager**  
**WEST BENGAL STATE SEED CORPORATION LIMITED**  
 (A Govt. of West Bengal Company)  
 Road Station (Dakat Pukur), P.O. Krishnagar, Nadia, West Bengal, PIN-741101

Memo No.: 590/WBSSC/KNG

Dated: 05.09.2019

**NOTICE INVITING QUOTATION**

**Reference No. : WBSSCL/KNG/NIQ - 01/2019 - 20.**

**Sub: - Engagement of Agencies for Preparation of Monthly Accounts in GST enabled Tally.ERP9 for West Bengal State Seed Corporation Ltd., Nadia.**

Sealed quotations are invited from an eligible, young and energetic accounts personnel having Bachelor Degree in Commerce / CA Inter / Costing Inter with sound knowledge & exposure in GST enabled Tally packages **OR** bonafide and experienced professionals for engagement agencies / firm for **one year i.e. FY – 2019 – 20** for the following assignment in respect of this district unit of the corporation.

1. Data entry for preparation of Monthly Accounts (Cash & Stock Book) in GST enabled Tally.ERP 9 for Nadia District unit for FY – 2019 – 20 i.e. April'19 to March'20.
2. Preparation of Monthly GST Report and Reconciliation.

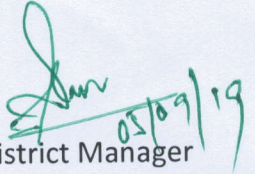
**Terms and Conditions**

- a. The consolidated rate [excluding GST] should be quoted for the above work both in figures and in words with breakup of all taxes as applicable in West Bengal, on **yearly basis**. The details of taxes may also be depicted. **Rate should be inclusive of all incidental charges i.e. travelling allowance, tiffin allowance etc.**
- b. Quotation should be reached in office premises by hand or Speed Post / Courier within office hours **up to 01:00 P.M. on 12.09.2019** with self attested copies of valid Trade License (for agencies/firm), PAN Card, GST No (for agencies/firm), AADHAR Card (for individual), B. Com / CA Inter / Costing Inter Certificate (for individual) and credential certificate (for agencies) specifying clearly on the top of the envelop "QUOTATION FOR PREPARATION OF MONTHLY ACCOUNTS IN GST ENABLED TALLY.ERP 9 for FY – 2019 – 20" and reference number. The quotation will be opened on the same day i.e. **on 12.09.2017 at 02:00 P.M.** or next working day and interested quotationer may remain present at the time of opening of the quotation.
- c. The corporation reserves the right to accept or reject all the quotations without assigning any reason thereof.
- d. Payment will be made through RTGS /NEFT against the submission of the bill in duplicate on quarterly basis after satisfactory completion of job.





- e. The penalty if any imposed by GST authority due to wrong/delayed entry for negligence of the agency or candidate will have to be borne by the said agency or candidate. In such case agency or candidate shall be liable to compensate any loss suffered by the corporation.
- f. The contract will be initially for one year starting from the date of execution of the agreement. If the service of the agency or candidate is found satisfactory the contract with the agency or candidate may be extended on year to year basis with the 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 the giving one month notice.
- g. 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. Agreement expenses should be bear by successful bidders.
- h. The selected bidder should visit **at least once in a week** within working hours except holidays and it may be increase depending on the volume of data and / or GST return preparation. If selected candidate or agencies / firm not attend the office as per aforesaid rule without prior information then appointing authority have the right to deduct 1% (one percent) for each day absent from the quarterly total bill amount of the successful bidder.
- i. The assigned work should be complete within one month from the completion of financial year otherwise the last payment may be delay due to bidder's fault i.e. non completion of work within stipulated time period.
- j. In case of any ligation, the matter will be referred to Kolkata High Court jurisdiction.

  
District Manager  
W.B.S.S.C Ltd. Nadia

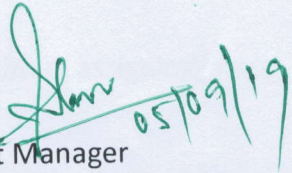
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Copy forwarded for information and necessary action:

1. The Managing Director, WBSSC Ltd. Kolkata – 700 013.
2. The Regional Manager, WBSSC Ltd. Burdwan Region.
3. District Informatics Officer, NIC, Krishnagar with request to publish the notice on the official website of the Nadia District.
4. The D.D.A (Admin), Nadia. – Please remain present at the opening of quotation.
5. Notice Board of this office and upload our website at [www.wbsscl.com](http://www.wbsscl.com).
6. Accountant / Cashier / Store Keeper of this office.



  
District Manager  
W.B.S.S.C Ltd. Nadia