

**WEST BENGAL STATE SEED CORPORATION LIMITED**

(A Govt. of West Bengal Company)

Hatanbazar, Suri, Birbhum – 731 102

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

Memo No. 569/WBSSCL/BIR.

Date: 04.01.18

NOTICE INVITING QUOTATION

Reference No.: WBSSCL/BIR/NIQ – 3 dated 04.01.18

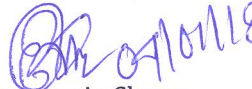
Sub: Engagement of agency for preparation of Accounts in GST enabled Tally.ERP9 and allied services for WB State Seed Corporation Ltd., Birbhum district unit.

Sealed quotations are invited from bonafide and experienced professional or engagement agencies for one year, i.e. FY 2017 – 18 for the following assignments for this district unit of the Corporation.

1. Data entry for preparation of monthly Accounts (Cash & Stock) in GST enabled Tally.ERP9 for FY 2017 – 18
2. GST monthly return in GST enabled Tally.ERP9
3. GST annual return in GST enabled Tally.ERP9

TERMS AND CONDITIONS

1. The consolidated rate for the above assignment should be quoted both in figure and words with breakup of all taxes as applicable in West Bengal, on yearly basis. The details of taxes may also be depicted. The quoted rate should be inclusive of all incidental charges, i.e., travelling allowance, tiffin allowance, etc.
2. Quotation in marked and sealed cover alongwith attested copies of valid Trade License, PAN Card, GST No. and credentials should be dropped in the earmarked box kept in the office premises upto 1:00 PM of 10.01.18 specifying clearly on the top of the envelope "QUOTATION FOR PREPARATION OF MONTHLY ACCOUNTS IN GST ENABLED TALLY.ERP9". The quotations will be opened on the same day, i.e., 10.01.18 at 1:30 PM and interested quotationers may remain present at the time of opening the quotations.
3. The office 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 submission of bills in duplicate on pro-rata basis.
5. The penalty, if any imposed by GST authority due to wrong/delayed filing or for negligence of the agency, will have to be borne by the said agency. In such case the 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 upon mutual agreement between the parties. However if any discrepancies are noticed during the contract period, the contract can be terminated by giving one month's notice.
7. The successful bidder will have to enter into an agreement on non-judicial stamp paper of Rs.10/20 denomination with the Corporation before taking up the assignment.


 District Manager in Charge
 WBSSC Ltd., Birbhum

Dated 04.01.18

Memo No. 569/1(9)/WBSSCL/BIR.

Copy forwarded for kind information and request for wide circulation to:

1. The Managing Director, WB State Seed Corporation Ltd., 6 – Ganesh Chandra Avenue, Kolkata 13.
2. The Deputy Director of Agriculture (Admn.), Birbhum.
3. The Regional Manager (Burdwan Range), WBSSC Ltd., Kanainutshal, Sripally, Burdwan.
4. The Chairman, Suri Municipality, Birbhum.
5. The Post Master, Suri Head Post Office, Birbhum.
6. The Station Master, Suri Railway Station.
7. The District Informatics Officer, Birbhum with a request to upload the notice in the official website of Birbhum district.
8. Notice Board of this office
9. Junior Accountant of this office.


 District Manager in Charge
 WBSSC Ltd., Birbhum