



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.: 328/WBSSC/KNG

Dated: 10.10.2017

### **NOTICE INVITING RE - QUOTATION**

**Reference No. : WBSSCL/KNG/NIQ - 02/2017 - 18.**

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

Sealed re quotations are invited from bonafied and experienced professionals for engagement agencies for one year i.e. FY – 2017 – 18 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 F.Y. – 2017 – 18 of Nadia District unit.

### **Terms and Conditions**

- a. The consolidated rate 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. Two separate envelop used for Technical Bid and Financial Bid. Technical Bid envelop contains the attested copies of valid Trade License, PAN, GST No. and credentials and Financial Bid envelop contain only the rate of above mentioned work. Technical Bid envelop should be deposited to the chamber of under signed and Financial Bid envelop should be dropped in the earmarked box kept in the office premises within office hours **up to 01:00 P.M. on 31.10.2017** specifying clearly on the top of the envelop **"QUOTATION FOR PREPARATION OF MONTHLY ACCOUNTS IN GST ENABLED TALLY.ERP 9"** and reference number. The quotation will be opened on the same day i.e. on 25.10.2017 at 01:30 P.M. and interested quotetioner may remain present at the time of opening of the quotation. **Those who have already deposited attested copies of all credentials in our cancelled previous quotation [Ref. No. WBSSCL/KNG/NIQ – 01/2017 – 18] need not to submit in this 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 A/C Payee Cheque against the submission of the bill in duplicate on Pro-rata basis after deducting applicable taxes.
- e. The penalty if any imposed by GST authority due to wrong/delayed entry 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.

- f. 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 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. Cost of legal expenses borne by successful bidder.
- h. In case of any ligation, the matter will be referred to Kolkata High Court jurisdiction.

  
10.10.17  
District Manager  
W.B.S.S.C Ltd. Nadia.

Memo No.: 328/1(12)/WBSSC/KNG

Dated: 10.10.2017

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. The Finance & Accounts Officer/AO – I/AO – II/I.A.O. of WBSSC Ltd. Kolkata – 700 013.
4. District Magistrate, Nadia.
5. The Sabhadipati, Nadia Zilla Parishad, Krishnagar.
6. District Informatics Officer, NIC, Krishnagar with request to publish the notice on the official website of the Nadia District.
7. D.D.A (Admin.), Nadia – please remain present at the time of opening of quotation.
8. District Information Officer, Krishnagar, Nadia with request to publish the notice in one local Bengali daily newspaper with minimum cost & submit the bill in duplicate to undersigned with two copies of publications.
9. The Post Master, Krishnagar Head Post Office.
10. The Station Master, Krishnagar.
11. Notice Board of this office and upload our website at [www.wbsscl.com](http://www.wbsscl.com).
12. Accountant / Store Keeper of this office.

  
10.10.17  
District Manager  
W.B.S.S.C Ltd. Nadia.