



WEST BENGAL STATE SEED CORPORATION LIMITED

(A Govt. of West Bengal Company)

Naren Villa, Station Road, Jalpaiguri

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

Memo No.: 528 / WBSSCL / JAL

Dated: 06/03/2018

NOTICE INVITING QUOTATION

Reference No: WBSSCL/JAL/NIQ 02 Dated 06/03/2018

Sub: Engagement of Service providing agency for preparation of Accounts in GST enable "Tally ERP 9" and Services for West Bengal State Seed Corporation Ltd. Jalpaiguri unit inclusive of R.M's establishment, Jalpaiguri Range Office.

Sealed quotations are here by invited from bonafide or experienced professionals for engagement of agencies for one year i.e. FY 2017-2018 & 2018-2019 for the following assignments for District Unit and Regional Office of WBSSCL Limited, Jalpaiguri.

- ❖ Data entry for preparation of monthly Accounts (Cash & Stock) in GST enabled Tally ERP 9 F.Y. 2017-18 & 2018-2019.
- ❖ GST monthly return in GST enabled Tally ERP 9.
- ❖ GST annual return in GST enabled Tally ERP 9.

TERMS AND CONDITIONS

1. The Consolidated rate should be quoted separately for installation and monthly data entry for all the works above both in figures and in words with break-up of all taxes as applicable in West Bengal, on monthly basis. The details of taxes may also be depicted. The quoted rate should be inclusive of all charges, i.e. travelling allowances, tiffin allowances, etc.
2. Quotation in marked and sealed cover along with attested copies of PAN and GST No. and credentials should be dropped in the earmarked box kept in the office premises with office hours upto 2 P.M on 22/03/2018 specifying clearly on the top of the envelop "QUOTATION FOR PREPARATION OF MONTHLY ACCOUNTS IN GST ENABLED TALLY ERP 9". The quotations will be opened on the same day i.e. on 22/03/2018 at 2:30 P.M. and interested quotationers may remain present at the time of opening of the quotations.
3. Payment will be made through A/C Payee Cheque against the submission of the bill in duplicate on pro-rata basis.
4. 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 agency shall be liable to compensate any loss suffered by the Corporation.
5. 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 for further one year upon mutual agreement between the parties. 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.
6. 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.
7. The corporation reserves the right to accept or reject all the quotationers without assigning any reason thereof.

[Signature]
06/03/18
Officer-In-Charge

W.B. State Seed Corporation Ltd. Jalpaiguri

Date: 06/03/2018

Memo No: 528/1(10)/WBSSC/JAL

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/WBSSC, Jalpaiguri Range
4. The Finance & Accounts Officer, WBSSCL/Kol-13
5. The Deputy Director of agriculture, (Admn.), Jalpaiguri-with a requested to kindly please 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
8. The District Information & Cultural Officer, Jalpaiguri
9. Notice Board of the office
10. Copy for tender file

[Signature]
06/03/18
Officer-In-Charge

W.B. State Seed Corporation Ltd., Jalpaiguri