



West Bengal State Book Board

AQ-13/1, Sector-V, Salt Lake City, Kolkata - 700 091
Phone : 2367-7854/55 □ Website : www.wbbookboard.org
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No. 21 /Audit/Tally/WBSBB/2019

Date: 08.02.2019

NOTICE INVITING TENDER QUOTATION TO UPLOAD MANUAL CASH BOOK DATA IN TALLY ERP9 FOR THE F.Y. 2016-17 & 2017-18 OF WEST BENGAL STATE BOOK BOARD, AQ-13/1, SALT LAKE, SECTOR-V, KOLKATA - 700 091.

Sealed quotations are invited from the CA Firm/Agency to upload manual Cash Book Data in Tally ERP9 for the F.Y. 2016-17 & 2017-18 of West Bengal State Book Board, AQ-13/1, Salt Lake, Sector - V, Kolkata - 700091.

1. The Firm/Agency should furnish a copy of the PAN, IT Registration along with experience certificate of at least 2 years in the relevant field at Govt./Semi Govt./PSU organisation, Kolkata, while submitting their quotation.
2. Firm/Agency is requested to submit quotation for the above mentioned address in a sealed cover. It should be completed in all respect and be dropped in the tender box kept at the office of the West Bengal State Book Board 4th floor of AQ-13/1, Salt Lake, Sector-V, Kolkata - 700091 by 2.00 P.M. of 14th Feb., 2019 (Thursday). If the date of submitting sealed Quotations falls on a holiday, then the date of submission of the sealed quotations may be shifted to next working day.
3. The West Bengal State Book Board reserves the right to reject any or all quotation (s) without assigning any reason thereof.
4. The sealed quotations, received on the date fixed above, will be opened by the Board employee by 2.00 P.M. of 14th Feb., 2019 (Thursday). The intending Quotationers/ Tenderers or their representative, if they desire, may remain present at the time of opening of quotations.
5. The Terms and Conditions of the contract will be as follows:
 - I. All pages of the tender document should be signed with stamp by the authorized signatory of the Firm/Agency as a token of acceptance of all terms and conditions mentioned in the tender documents.
 - II. The Firm/Agency should quote the lump sum rates for the said job both in figures and in words. If there is any discrepancy between the figure and words, the value in Words will be prevailed.
 - III. Under normal circumstances the assignment should be completed within maximum 2 weeks from the date of issue of work order.
 - IV. Evaluation of tender for deciding Lowest One bidder shall be done on the basis of lowest rate quoted for the assignment as mentioned before.

Aparajita Sen Gupta

Chief Executive Officer

Chief Executive Officer
West Bengal State Book Board