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**WEST BENGAL STATE ELECTION COMMISSION  
18, SAROJINI NAIDU SARANI (RAWDON STREET)  
KOLKATA - 700 017**

**No. 2431-SEC/2A-8/2002**

**Date: 10/07/2015**

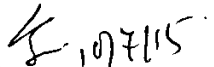
**Tender Notice**

Sealed tenders are invited by the State Election Commission, West Bengal from the reputed Chartered Accountant Firms having office or branch office in Kolkata for the preparation of Final Accounts of the Commission with effect from the year 1994-95 onwards in the Uniform Format of Accounts for the Central Autonomous Bodies (Non-profit Organisation and similar Institutions) as specified by the CAG.

**Terms and Conditions:**

1. Tender price has to be quoted on retainership basis for preparation of accounts in the prescribed format for the years from 1994-95 onwards.
2. The project is expected to be completed within a maximum period of 18 months from the commencement. Any adverse variation from the stipulated time frame will be recouped by the accepted tenderer at free of cost.
3. The Chartered Accountant Firm should have working knowledge of Govt. Accounting System as well as a wide experience in preparation of Final Accounts of Govt. Bodies or Govt. undertakings or Govt. Dept. The CA firms are expected to mention their working speciality in the related fields and also the experiences in detail in their credential.
4. Accounting shall be accompanied by a software support in financial package, say Tally, as well.
5. Recording of accounting data in the system and preservation of the same are to be introduced and communicated to the existing employees in the accounts section of the commission so that they may enter accounting data in the subsequent years independently.
6. At least one expert level man power in excess of data entry operator(s) should be available at this office for providing technical support and supervision.
7. Tender application in plain paper should be addressed to the Secretary, State Election Commission, West Bengal.
8. Tender documents should be submitted through messenger/ Registered Post from 13/07/2015 to 27/07/2015 from 11 AM to 3PM on every working day in this office at 18, Sarojini Naidu sarani, Kolkata-700017. The tenders will be opened on 27/07/2015 at 4PM. Intending bidders may remain present at the time of opening of tenders.

9. The bidder shall have to deposit earnest money of Rs. 10,000/- (Rupees ten thousand) only in the form of Bank Demand Draft drawn on any Nationalised / Scheduled Bank payable to the "State Election Commission, West Bengal" at KOLKATA along with the tender documents.
10. The Earnest Money Deposit (EMD) of the selected vendor will be retained as a security till the completion of the work. No interest will be paid on such EMD nor any claim of interest on such EMD be entertained. EMD will be refunded/ adjusted after the satisfactory completion of the project.
11. Tenderer shall submit the following documents :-
- a) Income Tax clearance certificate valid till 31<sup>st</sup> March, 2015.
  - b) Audited annual accounts for the financial years 2013-14 and 2014-15.
  - c) Bidder's credential in detail.
12. The rate quoted by the tenderer should include hire charge of laptop or other devices, if any. The rate shall be inclusive of all types of taxes including VAT, Service Tax etc. The rate should be quoted as the cost for providing the service per mensem.
13. No advance payment will be made for the service. Payment will be made on monthly basis and there shall be enough scope for continuous evaluation of the services rendered so far.
14. The State Election Commission, West Bengal reserves the right to reject or accept any or all tenders without assigning any reasons thereof.

  
Secretary

West Bengal State Election Commission