

**WEST BENGAL STATE ELECTION COMMISSION**  
**18, Sarojini Naidu Sarani (Rawdon Street)**  
**Kolkata – 700 017**  
**Ph. No. 2280-5276; FAX- 2280-7373**

No. 49-SEC/2A-8/2002

Date: 11.01.2019

**QUOTATION NOTICE**

Sealed quotations are invited by the West Bengal State Election Commission, from the reputed Chartered Accountants or firms having at least one qualified Chartered Accountant and with office or branch office in Kolkata, for the preparation of final account of this Commission w.e.f 1994-1995 to 1997-1998 in the uniform format of Accounts for the Central Autonomous Bodies (Non-profit Organization and similar Institutions).

**Terms & Conditions:**

1. Price has to be quoted for preparation of Accounts in prescribed format from inception of the Commission that is from 1994-1995, for 5 (five) years, which may be extended upon satisfactory performance
2. The C.A / C.A Firm should have good working knowledge of Govt. / Private Accounting system as well as experience in preparation of Final Accounts and preferably experience in accounting of Govt. Bodies or Govt. Undertakings or Govt. Department or Autonomous Bodies.
3. The bidders are expected to mention their working experience in the related fields along with supporting documents. The bidder should have an annual turnover of Rs.5,00,000/- or above, P.A.
4. Accounting shall be accompanied by a software support preferably in Tally package (ERP-9).
5. Recording of Accounting data in the system and preservation of the same are to be introduced and communicated to the accounts section in this Commission for familiarisation with the process so that subsequent entries in the software may be made.
6. Quotation application in plain paper should be addressed to the Secretary, West Bengal State Election Commission.

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7. Quotation documents should be submitted through messenger / registered post from 11.01.2019 to 18.01.2019, from 11:00 AM to 03:00 PM on every working day in this office address, **18, Sarojini Naidu Sarani (Rawdon Street), Kolkata – 700 017.** Quotations will be opened on 18.01.2019 at 04:00 PM. Intending bidders may remain present at the time of opening of bid.
8. **Bidder shall submit the following documents:**
- ICAI Registration;**
  - Annual Turnover Report, 2016-2017;**
  - Bidders credentials in details;**
9. The quoted rate shall be excluding of GST. GST will be paid in addition, as per applicable rate.
10. No advance payment will be made. Payment will be made for completed accounts per financial year. **The bidders should note this point that they should quote rate for completed accounts of per financial year basis in I.N.R.**
11. The State Election Commission, West Bengal, reserves the right to reject or accept any or all quotations without assigning any reason thereof.

 11/1/19.

Secretary  
West Bengal State Election Commission

No. 49/1(3)-SEC/2A-8/2002

Date: 11.01.2019

Copy forwarded to:

- Accounts Officer, West Bengal State Election Commission
- Notice Board
- Guard File

Secretary  
West Bengal State Election Commission