

OFFICE OF THE
BALURGHAT MUNICIPALITY



**SOVA MAJUMDER SARANI
BALURGHAT : DAKSHIN DINAJPUR**

PH. NO : 03522 – 255450 / 255680 / 256930 / 255649 / 256931 / 255655

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Memo No. - 1560 /Acct - 8

Date - 02.11.2020

NOTICE INVITING QUOTATION (2nd Call)

Sealed quotations of rates are hereby invited by the undersigned from the bonafied Agency for “Compilation and finalization of annual accounts including the work of passing, updating, loading and BRS preparation generated through Paura Hisab Accounting Software for financial year 2017-18, 2018-19 and 2019-20 under Balurghat Municipality” having proper valid I.T, GST, Pan card etc. The quotation will be received by the undersigned on 24.11.2020 upto 3.00 P.M and the same will be opened on the same date at 3.30 P.M. Quotationers are requested to quote their rates in figure and words inclusive all taxes. The undersigned reserve the right to accept or cancel all or any quotation without assigning any reason and not to bound to accept lowest rates.

Terms & Conditions: -

1. Agency will be provided of details of financial transactions/vouchers as per their requirement by Balurghat Municipality.
2. The Firm/Agency should have at least 3 nos competent staff of accounts related work including Data Entry Operators with experience of workings in Paura Hisab Software. The list of competent staff with name and qualification to be submitted with quotation.
3. Credential: Agency/Firm should have experience working in the field of Paura Hisab Software from any Municipality for at least 2 Financial Years. Certificate of completion of work has to be submitted.
4. Time Period: The Agency must be completed and submitted compilation and finalization of annual accounts to this ULB within 6(six) months from the date of issuing of work order.
5. EMD: Rs.10, 000.00 (Rupees ten thousand) to be submitted by Demand Draft in favour of undersigned.

SPECIFICATION

Sl. No.	Description of Works	Rate to be quoted (Rs.)
1	Compilation and finalization of annual accounts including the work of passing, updating, loading and BRS preparation generated through Paura Hisab Accounting Software for financial year 2017-18,2018-19 and 2019-20 inc all taxes	Per Year basis

Finance Officer
Balurghat Municipality

Memo No. - 1560 /1 (12) /Acct -

Date - 02.11.2020.

Copy to; -

1. The District Magistrate, Dakshin Dinajpur, Balurghat.
2. The Chairperson, Board of Administrators, Balurghat Municipality
3. Smt Arpita Ghosh, Member, Board of Administrators, Balurghat Municipality
4. Sri Shankar Chakraborty, Board of Administrators, Balurghat Municipality
5. The District Information and Cultural Officer, Dakshin Dinajpur, Balurghat
6. The Executive Officer, Balurghat Municipality
7. The Assistant Engineer, Balurghat Municipality
8. The Office Superintendent, Balurghat Municipality
9. The Accountant, Balurghat Municipality
10. The Cashier, Balurghat Municipality
11. The Municipal Notice Board, Balurghat Municipality.
12. The Computer Section for up loading to Municipal Web site

Finance Officer
Balurghat Municipality