



WEST BENGAL STATE AGRICULTURAL MARKETING BOARD

[A Statutory Body under Agricultural Marketing Department, Government of West Bengal]

'KamalGuha Krishi Bipanan Bhawan'

729, Anandapur, Kolkata 700 107 West Bengal, Phone: (033)2443 0025/2443 0026/2443 0071/2443 0082 Fax: (033) 2443 0022 Website: wbagrmarketingboard.gov.in // Email: wbstatemarketing@yahoo.co.in

NOTICE INVITING EXPRESSION OF INTEREST (EOI) :

[For: On-line handhold support in Tally, At-site support for accounting & updating Accounts and Assistance for on-line-view (synchronization) facility of Tally Accounts of RMCs at Board office.]

EOI No: WBSAMB/CEO/1/2019-20

Dated 03.06.2019

1. The "West Bengal State Agricultural Marketing Board" (WBSAMB/Board), invites Expression of interest (EOI) from CA firms for **short-listing** who can provide (i) on-line hand-hold support to update the Accounting records maintained in Tally by Regulated Market Committees (RMCs),(ii) depute suitable Accountants to update selected RMC's Accounts and to train their accounting personnel on Tally system to generate different kinds of vouchers in Fund-based-Tally-Accounts including their synchronization with Board's Tally system in a time-bound activity for the job as specified in Table below : **Description of services necessary for different RMCs with location and mobile number of their Secretary are provided in the Form-1.**
2. The proprietor/partner of a CA firm (CAs) who have experience and are handling Tally based accounting jobs in Government departments/undertakings/similar organizations are requested to contact the RMCS & the Board on any working day to assess the volume of job of different RMCs. **District-based local CAs are solicited to visit the RMC offices to get an hand-on assessment of services required.**
3. The willing CAs may thereafter submit the proposal in an enclosed prescribed formats (Form-2 & Form-3) in a sealed cover with **an EMD by a bank draft of Rs 10000/- (Rupees Ten Thousand only) in favour of West Bengal State Marketing Board Fund, payable at Kolkata latest by 4.30 pm on 28th June, 2019.**
4. The sealed cover with the said bank draft for EMD (Form-2) will be opened in presence of the applicants on the same day. The sealed cover (Form-3) will be opened subsequently for those CAs who have similar experience of updating accounts in Tally/providing on-line/off-line handhold supports in Tally and are willing to perform with least time. The CAs quoting competitive rates of remuneration and are found to be otherwise capable of providing suitable services will be considered for **short-listing** for engagement in selected RMCs.
5. Board reserves the right to cancel this EOI at any time at its discretion without assigning any reason whatsoever.


Chief Executive Officer

Encl- As stated.

Form-1

1. Description of services necessary for Regulated Market Committees(RMCs)

Sl no	Name of RMC	Location with mobile no	Description of services for job
1	Alipurduar	Alipurduar 9434750619	On-line & at site hand-hold support for accounting in Tally system.
2	Bankura	Bankura Town 9434587518	Updating backlog Accounting records and providing hand-hold support for day-to-day accounts in Tally system and its synchronization.
3	Birbhum	Bolpur 8926500449	On-line & at site hand-hold support for accounting in Tally system and assisting in synchronization.
4	Coochbehar	Coochbehar Town 8179069819	Updating backlog Accounting records and providing hand-hold support for day-to-day accounts in Tally system and its synchronization.
5	Dakshin Dinajpur	Balurghat 9932167220	On-line & at site hand-hold support for accounting in Tally system and assisting in synchronization.
6	Hooghly	Chinsurah 9836525908	On-line & at site hand-hold support for accounting in Tally system and assisting in synchronization.
7	Howrah	Dasnagar,Howrah 8777688140	On-line & at site hand-hold support for accounting in Tally system and assisting in synchronization.
8	Jalpaiguri	Jalpaiguri Town 8967155496	Updating backlog Accounting records and providing hand-hold support for day-to-day accounts in Tally system and its synchronization.
9	Jhargram	Jhargram Town 9874086513	Guiding to install Tally & then Updating backlog Accounting records and providing hand-hold support for day-to-day accounts in Tally system and its synchronization.
10	Kalimpong	Kalimpong 7098157752	On-line & at site hand-hold support for accounting in Tally system and assisting in synchronization.
11	Malda	Malda Town 8370813704	Updating backlog Accounting records and providing hand-hold support for day-to-day accounts in Tally system and its synchronization.
12	Murshidabad	Berhampur 9477352404	On-line & at site hand-hold support for accounting in Tally system and assisting in synchronization.

Sl no	Name of RMC	Location with mobile no	Description of services for job
13	Nadia	Jahangirpur More, Krishnanagar 9932998965	Updating backlog Accounting records and providing hand-hold support for day-to-day accounts in Tally system and its synchronization.
14	North 24 Parganas	Barasat 9547554434	On-line & at site hand-hold support for accounting in Tally system and assisting in synchronization.
15	Purba Medinipur	Tamluk 8670411910	On-line & at site hand-hold support for accounting in Tally system and assisting in synchronization.
16	Paschim Medinipur	Mednapur Town 9474002472	On-line & at site hand-hold support for accounting in Tally system and assisting in synchronization.
17	Purba Bardhaman	Bardhaman 9433947080	On-line & at site hand-hold support for accounting in Tally system and assisting in synchronization.
18	Paschim Bardhaman	Asansol 8670411910 9433066046	Updating backlog Accounting records and providing hand-hold support for day-to-day accounts in Tally system and its synchronization.
19	Purulia	Balarampur ,Purulia 9732967045	On-line & at site hand-hold support for accounting in Tally system and assisting in synchronization.
20	Siliguri	Maynaguri 9434601123	On-line & at site hand-hold support for accounting in Tally system and assisting in synchronization.
21	South 24 Parganas	Bishnupur Amtala 9674849263	Guiding to install Tally & then Updating backlog Accounting records and providing hand-hold support for day-to-day accounts in Tally system and its synchronization.
22	Uttar Dinajpur	Raiganj 9832450198	On-line & at site hand-hold support for accounting in Tally system and assisting in synchronization.

Note: -(i) Services described here are illustrative. Interested Firms are advised to contact the Financial Consultant of the Board and the respective RMCs for assessment of works to be done. District-based local CAs are solicited to visit the RMC offices to get an hand-on assessment of different services required.

(ii) Selected CAs has to perform under overall supervision of the Financial Consultant of the Board.

PROPOSAL FOR EXPRESSION OF INTEREST(EOI) :For on-line hand-hold support in Tally, At site support for accounting & updating Accounts and Assistance for on-line view (synchronization) facility of Tally Accounts of RMCs at Board office.

(Applicants must submit this in cover letter on official letter head of the firm)

To,

The Chief Executive Officer.

West Bengal State Agricultural Marketing Board

729, Anandapur, P.O. & P.S. Anandapur, Kolkata - 700 107 West Bengal

Sub:- On-line hand-hold support in Tally to RMC offices , At site support for accounting & updating Accounts and Assistance for on-line view (synchronization) facility of Tally Accounts of RMCs at Board office.

Sir,

1. In response to the EOI No: WBSAMB/CEO/1/2019-20, Dated 03.06.2019 , we submit herein our relevant particulars for considering for engagement to provide on-line hand-hold support in Tally to RMC offices and at-site-support for-accounting-&-updating-Accounts and Assistance for on-line view (synchronization) facility of Tally Accounts of RMCs & for providing hand-hold support to Accounting personnel of RMCs in matters of generation of vouchers, BRS and for preparation of other uniform Accounting statements through Tally system.
2. We are enclosing herewith a bank draft of Rs 10000/- (Rupees Ten Thousand only) towards EMD in favour of West Bengal State Marketing Board Fund, payable at Kolkata which will converted into security deposit for successful CAs for short-listing. The said bank draft is enclosed with sealed cover no-2.
3. We are authorised to customise and/synchronize Tally system and has introduced and supervised such jobs in several organizations as detailed at serial-12 & 13 of annexure to Form-2 and enclosures given herewith.
4. We have sufficient number of suitable Accountants who are capable of generating different kinds of vouchers in Tally for accounting for transactions and events of RMCs & can provide both on-line and off-line supports to the personnel at RMCs.
5. We will be able to depute suitable Accountants to selected RMCs to up-date their Accounts (including back-log Accounts) & train their personnel on real time basis so that RMC's Accounting personnel are capable of generating accounting records on day to day basis and to synchronise their Tally system.
6. We will be able to synchronise Tally software with necessary compatibility to Tally TDL being operated in Board office at **Jhargram & South 24 PGS RMCs** and any other RMCs as may be required.
7. We are agreeable to provide on-line-view and supervision of Accounts maintained in Tally in respect of RMCs from office of the Board for timely submission of Annual Accounts for audit, Submission of Budget and other accounting matters as per the WBAPM Act & Rules and for Reconciliation with the Board's Accounts.

8. We are also agreeable to provide handhold support to the Accounting personnel of RMCs for generating different kinds of vouchers for day to day transactions & Bank Reconciliation statements (BRS) and assisting them in E-payment system in Tally already installed and subsequent on-line review facilities as stated hereinabove.
9. We are also agreeable to abide by the provisions of the West Bengal Agricultural Produce Marketing (Regulation) Act 1972 and Rules made there under and extant laws for the purpose of the assignment to be conducted.
10. We are also agreeable to designate one of the CAs who would be entrusted for carrying out the assigned jobs and for liaison with RMCs and the Board.
11. We are agreeable to co-operate with other CAs of another firm selected for similar works as defined in this EOI and co-ordinate with their activities.
12. We undertake to follow all ethics of faith and the information provided by the Board shall be kept 'strictly confidential' and all assignments shall be carried out with due diligence maintaining quality of work done and in least possible time.
13. We assure that the staff members who will perform the job will never divulge any information to any one obtained in course of performance of assignment. We agree that the firm and the undersigned will compensate the Board/RMCs and liable to be prosecuted under law if any of the staff members of the firm are found to have used any data/information obtained during the course of his performance of duty in detrimental to the interest of the Board/RMCs.
14. We confirm that the information provided by us in response to the EOI or any part thereof, including its exhibits and other documents submitted or to be submitted to the Board are true, accurate, and verifiable and complete.
15. We assure that the response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the Board in selection of this assignment. If any of the information provided here is found to be misleading or unduly favours our firm. Our appointment shall stand cancelled and the firm will be disqualified and rejected from empanelment. We will also be liable for prosecution under law.
16. **We have inspected several RMCs and assessed the quantum of services necessary for them and are now quoting the remuneration for them for consideration.**
17. We understand that this EOI is liable to be rejected from the short-listing if it is revealed that there exists any conflict of interests.
18. It is hereby confirmed that I/We are entitled to act on behalf of our firm and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours faithfully,

Membership No
(In the Capacity of)

Duly authorised to sign the RFP/EOI for and on behalf of
(Name and Address of firm) Seal

Enclosure: Appendix to Form-2.

Appendix to Form-2

1. Name of the Firm:
2. Status (Partnership/Sole Proprietorship etc.):
3. Name of the Proprietor/Partners etc. :
4. Registered Address of the firm :
5. Office Telephone/Mobile Phone No. of the authorised CA/Partners.:
6. Website /Email address of the firm and authorised CA. :
7. Details of Tally authorization for customization:(enclose its copy) :
8. ICAI Membership No.:
9. PAN of the Firm/Proprietor with copy.
10. PAN of Authorised Partner with copy.
11. GST Registration No. (if any) :
12. Team of experienced & Tally conversant CAs and suitable Accountants to be providing Accounting Support in Tally in the proposed assignment:

Slno	Name of CAs/semi-qualified assistants.	Status	Qualification	Brief exposure to Tally based Accounts/synchronization/handhold support/on-line review.	Name the organizations where such services were provided(Enclose copies of certificates)

Note:- Enclose Self attested credentials of the proprietor/partner/staff members of the team.

13. Name the organizations in which accounting services in Tally with hand-hold services on-line services and hand-hold support have been imparted:

Sl no	Name & address of organizations with name of contact persons with mobile number

14. Name the organizations for which customization in Tally/ its synchronization has been done:

Sl no	Name & address of organizations with name of contact persons with mobile number

15. Others Relevant information/document. (if any) :

16. List of document enclosed (both mandatory & general)- A statement showing documents provided should be enclosed .

17. **Proposal for fee is enclosed with declaration :**

Membership No

(In the Capacity of)
Duly authorised to sign the EOI for and on behalf of
(Name and Address of firm) Seal

Place:

Date:

Form-3.(separate sealed cover)

**Proposal for fees & Declaration by the Applicant
(Together with proposal for fees)**

Proposal for Fees:

S L.	Particulars	Amt(Rs)	In words															
1	Fees for synchronization for each RMC as indicated including necessary customization and TDL with Board's Tally for each RMC (one time)																	
2	Monthly fee for a CA to provide on-line handhold support to Accounting personnel to RMC for updating accounting records and its synchronization in Tally for each RMC																	
3	<p>Monthly remuneration of Accountant to be posted at RMCs for maintaining day-to-day accounts and updating back-log accounts including handhold support to accounting personnel to RMCs</p> <table border="1"> <thead> <tr> <th>Sl no</th> <th>Name of RMC</th> <th>Monthly remuneration(Rs)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> </tr> <tr> <td>4....22</td> <td></td> <td></td> </tr> </tbody> </table> <p><i>(Monthly remuneration for individual RMC should be indicated)</i></p>	Sl no	Name of RMC	Monthly remuneration(Rs)	1			2			3			4....22				
Sl no	Name of RMC	Monthly remuneration(Rs)																
1																		
2																		
3																		
4....22																		
4	Monthly remuneration for updating accounts of a RMC on monthly basis with Bank Reconciliation Statement (BRS) for transactions and events of a RMC.																	
5	Daily fee for hand-hold support to Accounting personnel /supervision at RMCs office for a CA.																	
6	Daily fee for hand-hold support to Accounting personnel /supervision at RMCs office for a semi-qualified CA																	
<p>Note: (i) Taxes as applicable will be paid. (ii) Travelling expenses and fooding with lodging to be paid on actual basis to visiting CA & their Representatives for the jobs at Sl. No. 1, 5 & 6.</p>																		

Membership No
 (In the Capacity of)
 Duly authorised to sign the EOI for and on behalf of
 (Name and Address of firm) Seal

Place:

Date:

DECLARATION BY THE APPLICANT.

(Declaration shall be on the official letter head duly signed by the authorised signatory)

1. I, the undersigned (name and status of the person in the applicant firm) do hereby certify that all the information and statements attached to the application for selection of CA for abovementioned jobs at RMCs are true and correct. I have not concealed any material information or documents to disqualify the firm from being selected.
2. We hereby agree to provide only such CAs and staff members of the firm who are well conversant in Tally with sound knowledge of Fund based Accounting as indicated herein at Appendix to Form-2, will only be engaged for performance of assignment within time schedule.
3. We hereby agree that the Board is at liberty at its discretion to cancel the appointment if it is found that non-conversant CAs with its assistants is deployed for the jobs at RMCs.
4. We hereby agree to comply with the provisions of The West Bengal Agricultural Produce Marketing (Regulation) Act, 1972 and Rules made there under. We further agree to follow office orders that may be issued from time to time in connection with conducting the present assignment/job.
5. We assure the said staff members engaged will never use any information against the Government or divulge it to public for gain that may be available to them during the performance of their assignment.
6. We confirm that all information contained in this proposal and documents provided / clarified therein are in good interest and faith. All the information provided herewith is genuine and accurate.
7. We understand that the submission of this EOI does not guarantee of this firm being selected for the assignment.
8. We agree to abide by the decision of WBSAMB in selection of any one or several CAs for different assignments.
9. We hereby confirm that our firm is independent and there is no conflict of Interests. We also confirm that our applicant CA firm is completely independent of the entity.
10. We confirm that the proprietor no partner of the firm or any qualified employee of the firm is related to any member of the senior management of the WBSAMB or RMCs. The Term "Relative" here means husband, wife, brother, or sister, or any lineal ascendant or descendant.
11. We confirm that neither the firm nor its partners or associates have any financial interest in the activities of WBSAMB or RMCs.

12. We confirm that our firm has never been and is not under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government agencies or their parentals. Our applicant CA firm has not been and is not the one against which disciplinary orders by the ICAI/ICA and the orders are in force.
13. We confirm that our firm or any of its partners have not been disqualified or blacklisted by the Comptroller and Auditor General of India or any other Authority.
14. We confirm that in case of any further changes which affect this declaration at a later date we would inform appropriately.

Dated this _____ day of _____ 2019.

Membership No
(In the Capacity of)
Duly authorised to sign the EOI for and on behalf of
(Name and Address of firm) Seal