

**BURDWAN RAJ COLLEGE**  
Aftab House, Frazer Avenue, Burdwan, West Bengal 713104  
*www.burdwanrajcollege.ac.in*

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No. \_\_\_\_\_

**Dated: 29.04.17**

**E-TENDER NOTICE**

**Subject: Notice for invitation of Financial Quotation from Agencies for data entry work.**

Sir/Madam,

Financial quotation is invited from agencies for Financial Data entry through computerized system of our college for the Financial Year 2016-17 (i.e. 01.04.2016 to 31.03.2017). The agencies shall be provided infrastructure like computer & printer, paper stationeries, sitting arrangement within the college premises etc. The agencies who have adequate manpower with efficient knowledge in accounting can only participate in this invitation. The other details and terms & conditions regarding the same are as follows:-

**1) SCOPE OF WORK**

- i. Financial data entry for the period from 01.04.2016 to 31.03.2017 on the basis of information to be supplied by the college authority.
- ii. Data entry will be done through either or both of the following methods as per the instructions of The Principal of the College:-
  - (a) **Method-1:** Through Excel/Access based desktop application provided by the College authority.
  - (b) **Method-2:** Through any Accounting Software provided by the College authority.
- iii. Fees received for various purposes from around 6000(six thousand ) students will be entered thoroughly.
- iv. Payments made for various purposes will also be entered .
- v. Work duration and time lines:

The department intends to get the entire work completed within 90 (ninety) days from the date of allotment of job.

In case of any delay (beyond above timelines) penalties may be levied on defaulting agency @ 5% of the allotted fees for each month of delay.

## 2) SCHEDULE OF TENDER

The tender/bid schedule through e-procurement platform ([https:// www.burdwanrajcollege.ac.in](https://www.burdwanrajcollege.ac.in)) of Burdwan Raj College will be as follows:-

Date & time of publishing of tender on e-Procurement platform	<b>29/04/2017(Saturday) 11:00 AM</b>
Last date & time of on-line submission of Financial bid	<b>10/05/2017 (Wednesday) 4:00 PM</b>
Date and time of on-line opening of Financial Bid	<b>11/05/2017(Thursday) at 12:00 Noon</b>

## 3) TERMS AND CONDITIONS FOR BIDDING:-

The bidder shall submit application on plain paper duly signed along with the following information / documents:

- (a) Name of the Agency
- (b) Constitution
- (c) Address with Telephone & mail id.
- (d) Name & Contact No. of chief person.
- (e) Copy of PAN Card
- (f) Capacity of Bidder regarding data entry work: A statement from the Bidder with regard to its capacity of data entry work (manpower, IT infrastructure etc.) at College premises shall be submitted.
- (g) Rates for Data entry work should be quoted by the bidder.

## 4) TERMS AND CONDITIONS FOR IMPLEMENTATION BY THE AGENCY

- i. Implementing agency shall arrange necessary skilled & experienced manpower at its own cost.
- ii. The Implementing Agency shall deliver processed work as desired by College Authority with 100% accuracy.
- iii. Implementing agency shall maintain the confidentiality of all records.
- iv. Implementing agency will ensure that data is maintained in confidentiality and any unauthorized copying by any input/output media is not allowed.
- v. The rates quoted by the bidders shall be inclusive of all kind of taxes/charges/levies, but excluding Service Tax (which will be paid at Govt. applicable rates).
- vi. The effective date of the contract will be date of signing of agreement and agreement will remain valid till the date of completion of work.
- vii. The payment will be made in two/three installments to the agency on the basis of submission of bills (in Triplicate) to the College Authority.

**Yours faithfully,**

**( Dr. Niranjana Mandal )  
Principal, Burdwan Raj College**